

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

In the Matter of Granting a Franchise for )  
Ambulance Services to Columbia River Fire & ) Order No. 63-2024  
Rescue for Ambulance Service Area 3 )

WHEREAS, pursuant to Section IV of the Columbia County Ambulance Service Area Plan, the Board of County Commissioners for Columbia County, Oregon, adopted Ambulance Service Areas; and

WHEREAS, pursuant to Section 8 of Ordinance No. 2016-1, the Columbia County Ambulance Service Ordinance, the Board mandated that no person may provide ambulance services in Columbia County without being fully franchised in accordance with the Ordinance unless specifically excepted by the Ordinance; and

WHEREAS, on July 1, 2024, the Columbia County Ambulance Service Administrator called for applications to provide ambulance services in Columbia County; and

WHEREAS, Columbia River Fire & Rescue (CRF&R), submitted its application for the franchise to operate in Ambulance Service Area 3 (ASA-3), which is generally in the St. Helens area; and

WHEREAS, pursuant to Section 11, of Ordinance No. 2016-1, Jaime Aanensen, Ambulance Service Administrator, reviewed the franchise application with a review committee, and recommended that the Board grant the ambulance service franchise for ASA-3 to CRF&R; and

WHEREAS, a copy of CRF&R's application is attached hereto as Exhibit "A" and is incorporated herein by this reference; and

WHEREAS, a copy of the Ambulance Service Administrator's recommendation is attached hereto as Exhibit "B" and is incorporated herein by this reference; and

WHEREAS, pursuant to Section 12 of Ordinance No. 2016-1, the Board of Commissioners published notice of a public hearing and held a hearing In the Matter of Awarding Ambulance Service Area Franchises for Columbia County, on December 4, 2024; and

WHEREAS, during the hearing the Board of Commissioners heard the Ambulance Service Administrator's recommendation and additional public testimony; and

WHEREAS, the Board of County Commissioners thereafter continued the hearing to December 18, 2024, at 10:00 a.m.; and

WHEREAS, on December 18, 2024, the Board of Commissioner received additional testimony, closed the hearing, and voted unanimously to grant the Ambulance Service Franchise for ASA-3 to CRF&R; and

WHEREAS, Pursuant to Section 13 of Ordinance No. 2016-1, franchise terms are 5 years unless the Board of County Commissioners finds that a longer or shorter term is required in the public interest; and

WHEREAS, the Board of County Commissioners finds that a shorter franchise term of six months is in the public interest because the franchise agreement is not yet in final form;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

1. The ambulance service franchise for ASA-3 is hereby granted to Columbia River Fire & Rescue for the period beginning January 1, 2025, and ending June 30, 2025.
2. The franchise granted herein is subject to the terms and conditions of Ordinance No. 2016-1, the Columbia County Ambulance Service Ordinance, and the Columbia County Ambulance Service Plan, adopted by Ordinance No. 2024-1.
3. Notwithstanding the Ambulance Service Plan, Franchisee shall have until July 31, 2027, to equip all ambulances with GPS AVL transponders compatible with Columbia 911 dispatch software.

Dated this 18<sup>th</sup> day of December, 2024.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: NOT Present  
Casey Garrett, Chair

By: [Signature]  
Kellie Jo Smith, Commissioner

By: [Signature]  
Margaret Magruder, Commissioner

Approved as to form

By: [Signature]  
Office of County Counsel





# Ambulance Service Area (ASA) Franchise Proposal ASA 3

Columbia River Fire and Rescue

AUGUST 2024

<b>Proposal Content Requirements</b>		
Cover Sheet	Mandatory	Front of RFP
History/Narrative	Mandatory	Section 1
Personnel List/Applicable Certifications	Mandatory	Section 4
Proof of Public Liability Insurance	Mandatory	Section 5
List of Vehicles / Licensing /Insurance / Maintenance Record	Mandatory	Section 2 & 6
Operating Budget or financial statement	Mandatory	Section 9
Current Mutual Aid Agreements with list of pending	Mandatory	Section 8

<b>Competitive Criteria</b>	<b>Scale Score</b>	<b>Awarded Points</b>	
Credentials, Experience, and local management team – licensing of ambulances, medical doctor license	1-5		Section 1 & 2 Section 6 Section 7
Dispatch / Communications – Ability to work with PSAP and CAD, GPS transponders included in vehicles	1-5		Section 10
Service Delivery Model – Plan for Emergency, Non-Emergency and interfacility transfers	1-5		Section 8
Ambulance Deployment Plan – Plan for reporting response times, response improvement plans, mutual aid agreements with adjoining districts	1-5		Section 8
Vehicles – maintenance checks, planned replacement schedule, budget for repairs, alternate modes of transportation	1-5		Section 6
Medical Equipment and Supplies - maintenance checks, planned replacement schedule, budget for repairs	1-5		Section 6 Section 3 Section 9

Personnel (work/life balance, wage/benefit level, career opportunities, resiliency)	1-5		Section 12
Hospital Relations and Community Education – Complaint protocol, community involvement	1-5		Section 11
Budget – stability for staffing, clear record keeping, allowances for growth in staff/new equipment	1-5		Section 9
Clinical Quality Performance – Quality Assurance plan	1-5		Section 8

**ATTACHMENT B**  
**AMBULANCE SERVICE AREA FRANCHISE**  
**PROPOSAL COVER SHEET**

Apply to:

Columbia County Public Health  
230 Strand St, St Helens, OR 97051

Organization Name: Columbia River Fire and Rescue

Address: 270 Columbia Blvd, St. Helens OR 97051

Federal Tax ID: 93-0554134

Primary Contact Jerry Cole Title: Division Chief

Telephone: 503-397-2990 Email: coleg@crfr.com

Name of Fire Chief: Eric Smythe

Name of EMS Director/ Coordinator: Jerry Cole

ASA being applied for: ASA 3

Locations of proposed service:

Address	Level of Service
<u>105 South 12th Street, St. Helens OR</u>	<u>ALS</u>
<u>58798 Saulser Rd., St. Helens OR</u>	<u>ALS</u>
<u>58577 McNulty Way, St. Helens OR</u>	<u>ALS</u>

Will any of the ambulance service(s) be subcontracted? If yes, by what organization?

No



## Columbia River Fire & Rescue

EMS Division Chief Office

270 Columbia Blvd \* St Helens, Oregon \* 97051  
Phone (503)-397-2990 \* [www.crfr.com](http://www.crfr.com) \* FAX (503)-397-3198

### **Narative Summary Amulance Service Area Franchise RFP #S-C00055-00010854**

Re: 3.1.2K Narrative Summary ASA 3

Columbia River Fire and Rescue is herby applying for ASA 3. In a separate RFP you will see we are also applying for ASA 4. Columbia River Fire and Rescue currently operates ASA 3 and 4.

Columbia River Fire and Rescue has provided successful ambulance services for ASA 3 over 30 years. In the time of service CRFR has always provided positive service to the communities with in those service areas.

CRFR has the ability to continue to provide emergency 911 Ambulance Service to ASA 3. In addition CRFR has the ability, oversight and deployment modle to provide non-emergency and interfacility transfers in ASA 3. CRFR can meet the compliance of the response times set forth in the Ambulance Service Area Plan adopted Feburary 21<sup>st</sup> 2024 and effective May 21<sup>st</sup> 2024. .

CRFR has a staff of career certified/licensed Personnel under a CBA with Local 3215 and certified/licensed volunteers to provide the necessary personnel to meet the requirements.

CRFR is currently under contract with Dr. Jenna Wiley to provide Medical Supervision dated August 2023. The term of the contract automaticly renews yearly.

CRFR patient care equipment meets or exceeds the Oregon Health Authority requirements as specified in ORS 682.017 to ORS 682.991 and OAR 333-255-0070 thru 333-255-0073. In addition supplies are secured and there is a preventive maintenance program of equipment.

All ground ambulances are Type I, II, or III and licensed by the OHA. Maintenace is done and maintenance records are kept. We have a shop with 2 certified mechanics. Preventitive maintance is done on our fleet of 8 ambulances.

CRFR maintains a training program as well as a Quality assurance program. We use Continuum to track statistics our QA program.

CRFR has an internal complaint process and investigation program and is working with County Public Health on adopting the County complaint plan.

CRFR has signed mutual aid agreements with neighboring Fire Districts. CRFR currently uses the MCI plan in the 2024 treatment protocols.

CRFR personell are trained to the hazardous Materials Operations level and have extinsive training in extrication. In addition CRFR conforms to MCI guidelines as stated in the 2024 Patient treatment protocols. Multi-Casulaty Incidents Section 65.000

All ambulances at CRFR have the capability of operating on the Columbia County radio frequenecies using Columbia 911 as the dispatch of emergency calls. Seven of the Eight ambulances have GPS transponders and any new ambulance purchased will be built with GPS transponders.

Columbia River Fire and Rescue has a long standing history of providing outstanding EMS Services to the County. We continue to have highly trained providers, equipment and a budget to provide services that is achievable through base taxes received from taxpayers. We look forward to continuing service as the ASA provider for ASA 3.

In addition if any ASAs are not applied for in Columbia County, Columbia River Fire and Rescue is willing to work with Columbia County in coming up with a plan to provid Ambulance services to those ASAs without a Franchisor.



Jerry Cole  
Division Chief EMS

# Section 1



## AMBULANCE SERVICE AREA FRANCHISE RFP

# District History/Narrative

COLUMBIA RIVER FIRE & RESCUE IS THE RESULT OF A MERGER BETWEEN THE RAINIER FIRE DISTRICT AND THE ST. HELENS FIRE DISTRICT IN MAY 2002. BOTH OF THESE RURAL FIRE DISTRICTS HAD THEIR BEGINNINGS IN CITY FIRE DEPARTMENTS, AND COVERED A LARGE AREA OF UNINCORPORATED AREAS OF COLUMBIA COUNTY. THE HISTORY OF BOTH ORGANIZATIONS CAN BE TRACED BACK TO THE BEGINNING OF THE 20TH CENTURY.

THE CITY OF ST. HELENS FIRE DEPARTMENT WAS FORMED SOMETIME IN THE LATE 1800'S, NEAR THE TURN OF THE CENTURY. THE FIRST STATION WAS AT THE INTERSECTION OF ST. HELENS STREET AND SOUTH 1ST STREET, THE SITE NOW OF THE "OLD ST. HELENS" MAIN BRANCH OF THE U.S. BANK. THERE WERE AS MANY AS SEVEN PAID FIREFIGHTERS IN THE EARLY HALF OF THE 20TH CENTURY WHO WORKED 30 DAYS ON AND 1 WEEK OFF.

## ORGANIZATION AND MANAGEMENT



**Eric Smythe**  
Fire Chief



**Jerry Cole**  
Division Chief EMS

# History / Narrative

St. Helens was then called the "Payroll Capital" of the world due to the large number of shipyards, mills, and a deep water port. According to interviews with some of the firefighters of that era, the station on South 1st was a large two story wood building that housed the fire department, apparatus, and some city employees. The on-duty and volunteer firefighters lived in the building quarters on the second floor where there was also a gymnasium for their use. Contrary to what was previously thought, there was no "pole" for the firefighters to slide down for emergency calls, they took the stairs. The sole engine in those days was a Brockway, its parentage was uncertain but it did carry a 55 gallon tank of soda acid solution for fire suppression. It was not a "pumper" by the standards of that day, and it barely had enough power to get up Despains hill on Columbia Boulevard. Apparently, the old Brockway often needed a push to get up that hill and several others around the city. Two fire engines were added in 1929 that greatly increased the capability of the department to respond to fires. One engine was a Studebaker with a 180 horsepower engine and the other was a Seagrave with a 150 horsepower engine. Both engines were "pumpers" and they gave the department a much improved ability to fight fires in the city.

In 1930, the present fire station at South 12th Street and Columbia Boulevard was constructed to house both the fire department and city police. The small building directly behind the station was the city jail; the larger building behind the station was the city repair shop.

In 1945, the rural voters approved the formation of a fire district which was activated in 1946 as the St. Helens Rural Fire Protection District. A contract between the Fire District and St. Helens Fire Department was established to house and staff the equipment at their station. In 1947 construction was started on a two-bay addition to the fire station in order to house the additional rural equipment that was to be purchased in the coming years. In 1948 the district accepted delivery of a new Diamond T Fire Engine and began responding to fire calls. At this time, there was a "paid" Fire Chief and two personnel assigned to each duty shift, working 24 hours on and 24 hours off with a "Kelly day" giving a third day off every two weeks. City firefighters responded with city owned equipment within the city limits of St. Helens and rural firefighters responded with district owned equipment to calls outside the city. A firefighter handled the dispatch duties for both fire and police calls.

In 1960, due to a lack of private interest, the St. Helens City Council awarded the ambulance service to St. Helens Fire Department supported by the purchase of a new ambulance. The new ambulance, fully equipped, was purchased for \$6,750 by donations from the volunteer firemen, trade-in on older vehicles and money from the ambulance fund. The balance was to be paid out of the ambulance fees which were \$17 per call plus \$1 per mile.

In 1963, an additional firefighter was hired for relief on the "Kelly days". This gave the district/department a total of 6 paid personnel and 25 volunteers. The Fire Chief worked a 40-hr work week, with the firefighters working 72-hr. work weeks. The Assistant Chief and one Captain were "shift commanders".

# History / Narrative

In 1967, the Rural Fire District and the City of St. Helens Fire Department merged and became the St. Helens Rural Fire District. Two additional firefighters were added to give three personnel for the two 72-hr shifts. This allowed the shift commander and one firefighter to respond on alarms and one firefighter to dispatch for the alarms. All fire prevention activities were accomplished by the shift personnel, with company inspections and public education as the primary activities.

In 1968, two additional firefighters were hired to add an additional "shift" so that a 56-hr work week could be instated. One additional captain was promoted to allow one officer per shift.

In 1970, the Assistant Chief was put on a 40-hour work week and became the first official fire marshal for the fire district. The Fire Marshal handled all fire prevention activities, including business inspections, public education, and fire investigations. A part-time secretary was hired to help with the expanded office duties.

In 1971, the city completed construction of the new police station on South 13th Street and the fire department became the sole tenant of the fire station. The fire department no longer dispatched for the police, both had separate dispatch centers.

In 1973, a Training Officer was added to the 40-hour administrative staff and was given the rank of 2nd Assistant Chief. A full time secretary/bookkeeper was also hired.

In the early 1970's the Columbia District Hospital expanded its services and took over the ambulance service for the area.

By 1974, the St. Helens RFD had grown to its maximum area of coverage (pre-merger) and employed three chief officers, three shift captains and nine firefighters. In this year the voters approved a bond issue allowing construction of two substations and the purchase of two engines and two water tenders.

On July 1, 1975 the St. Helens RFD hired twelve new firefighters to staff the new substations and immediately doubled the number of fire department personnel to three chief officer, three captains, six lieutenants, and 18 firefighters. July 28th, 1975 marked the first day the two substations were staffed and open.

In 1979, Columbia 9-1-1 Communications District was formed and the fire district no longer dispatched their emergency calls.

In 1980, a new tax base was passed and included funds to operate the community's ambulance service. Six personnel were hired to provide this service. Three additional firefighters were hired to replace firefighter positions that had not been previously filled. The Fire District operated under this tax base until the merger of the St. Helens Rural Fire District and the Rainier Rural Fire Protection District in 2002, a new tax base was established based upon a combination of both agencies.

# History / Narrative

In 1983, the St. Helens main station on 12th Street was completely remodeled, with the completion in September of that year. A temporary fire station was activated at the Owens-Corning (now Armstrong) plant on Railroad Avenue during the remodeling process. Major retirements saw the Fire Chief, Assistant Chief, 2nd Assistant Chief, and one Captain retire at the end of 1983. A new Fire Chief and Deputy Chief were hired and a Captain promoted to 2nd Assistant Chief/Training Officer. One district mechanic was hired and a shop set up in the old "St. Helens" city shop behind the main station. In 1986 a second mechanic was hired and the district began performing contract maintenance work for other fire districts. In 1986, the Fire Chief resigned and the Deputy Chief, George "Cork" Rowe, was appointed to Fire Chief. The 2nd Assistant Chief was appointed to Assistant Chief. Six months later the district reorganized by moving the Captains position to Division Chief rank, taking them out of the union and making them part of the senior staff management team. Also at this time, an additional Division Chief was moved to training officer on a 40-hour work week basis.

In 1987, the Fire District put its first fire boat, the "Dagmar", into operation for the Columbia River area. The boat was staffed as a "jump company" with on-duty personnel cross staffing it when the need arose.

In 1987, an assistant secretary was hired and the present secretary was promoted to administrative assistant.

In 1988, an additional Lieutenant was added to each shift for the main station supervisor.

In 1994, the Fire District started its Marine Operation Group using the "Dagmar" and leased jet skis for surface water rescue. It also started a marine training academy that trained people from across the United States.

In 1995, the Fire District added another 40-hour Division Chief to become the EMS Coordinator and Community Relations Director.

In 1995, the fire district opened its fourth station in Columbia City with volunteer firefighters.

In 1996, the fire district and the City of St. Helens built a joint maintenance facility with five bays next to the future home of the Lee Broadbent Training Center on McNulty Way in St. Helens.

In 1996, the Fire District hired a Community Awareness Specialist for fire prevention and public education duties on the 40-hour work week.

In 1997, the Fire District purchased the old city library, remodeled it, and moved the administrative office to this location at 270 Columbia Boulevard. The Fire District hired part-time personnel for reception duties and added a care car transport/medic for transporting non-emergency patients. Also, in 1997, Chief George "Cork" Rowe retired and Chief George M. Dunkel was hired from Tualatin Valley Fire and Rescue.

# History / Narrative

Rainier Fire District was experiencing a similar history of growth with the construction of the Trojan nuclear power plant. In the December 17, 1975, issue of the Rainier Review, it mentioned that Rainier's firefighters would soon be operating from a new cavernous fire station that was located on the east side of West 2nd St. between Hwy 30 and West C St. David Wellington worked for the Rainier Fire Department from 1974 until early 1978 when he moved to Hillsboro. He said that he was in with the big expansion when all of the new stations were built and new vehicles and equipment were purchased. It was pretty exciting.

He said, "When we moved into the new station, there were two engines at the city hall, a 56 Ford and a 67 Ford. There was also a mountain of equipment that filled those engine bays such as turnout equipment, airpacks, hose, and a great deal of new equipment that had been purchased for the new engines. There were also three new engines and three new tankers that had been purchased but were stored at various locations around the district."

The City Fire Department became the Rainier Fire District in the late 70s. Around the same time Rainier started their ambulance service which was mostly volunteer until about 1987 when Rainier hired their first on shift Paramedics providing 24 hour ALS coverage for the Rainier Fire District.

In the late 90s the Power plant closed forcing Rainier to look at other funding options.

In 2001, negotiations commenced with the Rainier Rural Fire Protection District, which culminated in an intergovernmental agreement between the St. Helens and Rainier districts to join forces for joint operations covering both fire districts. In May, 2002 both districts placed ballot measures before their respective voters to formally merge the two districts. The districts passed their measures by overwhelming majorities and in June 2002 a new, merged fire district was formed. Initially, the name used for this new entity was, "St Helens-Rainier Rural Fire District". In September 2002 the newly merged fire board selected the name, "Columbia River Fire and Rescue" as the name for the new district. In April of 2002, Section 15 of Ordinance No. 90-23 was amended pursuant to ORS 198.885 to 198.915 to transfer the RRFDP (ASA 4) to the successor district (CRF&R).

In 2004, Chief Dunkel retired and Chief Jay Tappan was promoted from the Fire Marshal position of CRF&R. The position of Deputy Chief was also created at that time.

In 2005, the 24-hour Division Chiefs were re-assigned to a 40 hour work week and moved to the administrative offices. The Deputy Chief position was re-organized into the Assistant Chief's position and the district re-filled the community liaison position with a FTE.

In 2008, the Fire District, Scappoose Fire District and other interested parties became closely involved with the Columbia Health District in support of building a local hospital in the south county area. The district completed several studies showing the positive impacts to our EMS system and EMS resources having a local hospital that could receive a percentage of the patients currently being transported to the Portland and Longview areas.

# History / Narrative

From 2008 to current many changes have developed. With the increase in calls and the need to keep all hazard firefighters in the District. Columbia River Fire and Rescue has developed a single role Paramedic model. These employees primary duty is the transport of ALS patients. The future plans of the deployment model will be 24 hour staffing of Single Role paramedics supplemented by Firefighter Paramedics.

The fire district is organized under the policies and standards of conduct that are adopted by the elected five-person board of directors of Columbia River Fire and Rescue. These policies and standards of conduct establish the structure by which personnel, equipment and facilities are provided for service to the general public.

Columbia River Fire and Rescue serves an area of approximately 185 square miles and has an estimated population of 25,000 residents. The district operates from seven stations, a business office, and a joint maintenance facility. The southern portion of the district has been in a slow growth mode for the last five (5) years due in part to the economic downturn in the country. St. Helens, small town, rural demographics are rapidly changing to that of a bedroom community for the Portland metropolitan area.

The district has some major industries, such as Cascades paper plant, Armstrong World Industries ceiling tile plant, United States Gypsum Plant, Dyno Nobel Chemical fertilizer plant, Letica Plastics, and many new and thriving small industries.

St. Helens is also the Columbia County Seat and has a large county work force

The district has 10 major buildings which are:

1. St Helens Station 105 South 12th Street, St. Helens
2. Rainier Station 211 2nd Street West, Rainier
3. Fairground Station 58798 Saulser Road, St. Helens
4. Deer Island Station 33710 Canaan Road, Deer Island
5. Goble Station 69321 Nicolai Road, Rainier
6. Fernhill Station 73153 Doan Road, Rainier
7. Columbia City Station 400 G Street, Columbia City
8. Administrative Office 270 Columbia Blvd, St. Helens
9. Joint Maintenance Facility 58555 McNulty Way, St. Helens
10. Lee Broadbent Training Center 58577 McNulty Way, St. Helens

# Management Team

**Eric Smythe**  
**Fire Chief**



- 34.5 years of EMS experience in the Fire Service / EMS
- 10.5 years with CRFR
- Currently Certified EMT Basic / Paramedic 1993 - 2015
- Bachelor of Science Public Safety and Emergency Management
- Chief Smythe is a legacy firefighter, his father Dale Smythe was a firefighter for 30 years in California and his Grandfather Cleo Dale Smythe was an oil refinery firefighter for 32 years.

**Jerry Cole**  
**Division Chief**  
**EMS**



- Over 33 years of EMS experience in the Fire Service / EMS
- Currently Certified as Paramedic
- AAS Degree in Fire Science with specialty classes in management / budgeting
- EMS Instructor
- 22 years of management experience

AMBULANCE SERVICE AREA FRANCHISE RFP

# Fleet Maintenance

Columbia River Fire and Rescue has an in house highly qualified apparatus maintenance shop where two skilled technicians work to keep equipment in top condition. These technicians have received extensive training and have the expertise needed to repair and maintain a variety of apparatuses. With their knowledge and experience, they are able to identify and fix any issues that may arise, ensuring that the equipment functions properly and efficiently. At least one shop technician is on call 24 hours a day 365 days a year to ensure that our fleet of ambulances are ready to respond. Fleet maintenance personnel are Emergency Vehicle Technicians (EVT). A total of 5 certifications for ambulance and includes, 1. Maintenance, Inspection and Testing, 2. Design and Performance Standards of Ambulances, 3. Ambulance Electrical Systems, 4. Ambulance Heating, Air Conditioning, and 5. Ventilation and Ambulance Cab, Chassis, and Powertrain.



**Jeremy Lehner**



**Raymond Malone**



# Section 2



**Ambulance Business  
License with the Oregon  
Health Authority,  
Public Health Division  
(3.1.1)**



**Oregon Health Authority  
Emergency Medical Services and Trauma Systems**

**Ambulance Service License**  
presented to

**Columbia River Fire and Rescue**

**License Number: 0506**

270 Columbia Blvd  
St. Helens, OR 97051

**Issue Date: 04/26/2024**  
**Expiration Date: 06/30/2025**

Pursuant to ORS 682 and OAR 250, this ambulance service license is valid unless suspended or revoked for violation of any statute under which issued, or any rule or regulation adopted by the Oregon Health Authority, EMS and Trauma Systems Program.

This license is not transferable and is restricted to the location and service listed on this license.



# Section

3

AMBULANCE SERVICE AREA FRANCHISE RFP



Statement that all  
Equipment and Supplies  
in each Ambulance  
Conform to State  
Standards



## Columbia River Fire & Rescue

EMS Division Chief Office

270 Columbia Blvd \* St Helens, Oregon \* 97051  
Phone (503)-397-2990 \* [www.cfr.com](http://www.cfr.com) \* FAX (503)-397-3198

RE: Ambulance Service Area Franchise Proposal 2024 / RFP #S-C00055-00010854

### **Statement that all Equipment and Supplies in each Ambulance Conform to State Standards**

To: Whom it may concern,

Each in service Licensed Ambulance conforms to State Standards of Equipment and Supplies. Equipment and Supplies at Columbia River Fire and Rescue exceed OAR 333-255-0072. Equipment and Supplies are checked at the beginning of each shift and a complete inventory of Supplies is completed and documented monthly on Ambulances. In addition, CRFR has a preventive maintenance program for our medical equipment. We provide scheduled testing, calibration and preventive maintenance based on manufacturer recommendations. We also have a planned replacement schedule and budget accordingly.

Jerry Cole  
Division Chief

# Section 4



## Personnel List / Applicable Certifications (3.1.2)



AMBULANCE SERVICE AREA FRANCHISE RFP

Name	Number	Level	Issued Date	Expiration Date	Status
Jerson, Toren Christian	204690	Emergency Medical Technician	5/1/2023	6/30/2025	Active
Bair, David Micheal	146994	Paramedic	5/22/2023	6/30/2025	Active
Barbouletos, Jerry D	122458	Paramedic	5/26/2023	6/30/2025	Active
Bilton, Alexander Jayson	206732	Paramedic	3/18/2024	6/30/2025	Active
Bilton, Christian	209672	Emergency Medical Technician	4/26/2024	6/30/2025	Active
Booth, Christopher B	145657	Paramedic	5/3/2023	6/30/2025	Active
Callahan, Ryan S	140746	Paramedic	5/2/2023	6/30/2025	Active
Chandler, Matthew James Vernon	124865	Paramedic	5/4/2023	6/30/2025	Active
Chism, Cameron E	204993	Emergency Medical Technician	5/23/2023	6/30/2025	Active
Cole, Gerald Gene	121870	Paramedic	5/2/2023	6/30/2025	Active
Cordell, Ronald W	131890	Paramedic	5/2/2023	6/30/2025	Active
Croft, Michelle L	116343	Paramedic	5/2/2023	6/30/2025	Active
Davis, Benjamin T	128302	Paramedic	5/25/2023	6/30/2025	Active
Denfeld, Ryan Clark	205531	Emergency Medical Technician	5/2/2023	6/30/2025	Active
Erickson, Jacob A	206962	Emergency Medical Responder	5/3/2024	6/30/2026	Active
Fagan, Joseph H	124610	Emergency Medical Technician	5/23/2023	6/30/2025	Active
Flatt, Jeffrey William	206377	Emergency Medical Responder	6/26/2024	6/30/2026	Active
Green, Emily Marie	203276	Paramedic	6/16/2023	6/30/2025	Active
Guiles, Brennan	206523	Emergency Medical Technician	5/2/2023	6/30/2025	Active
King, Dustin Brett	131429	Emergency Medical Technician	5/2/2023	6/30/2025	Active
Kirchhofer, Douglas Brennan	204195	Paramedic	5/22/2023	6/30/2025	Active
Lehner, Jeramy	147005	Emergency Medical Responder	6/26/2024	6/30/2026	Active
Likhart, Jeff E	124496	Paramedic	5/2/2023	6/30/2025	Active
Lorenzen, Ashley Mae	206300	Emergency Medical Technician	5/23/2023	6/30/2025	Active
Loveall, Gregory T	127755	Paramedic	5/4/2023	6/30/2025	Active
Mackay, Cory James	206145	Emergency Medical Technician	5/2/2023	6/30/2025	Active
Malone, Raymond James	204432	Emergency Medical Responder	6/26/2024	6/30/2026	Active
Melton, Kyle P	133026	Paramedic	5/2/2023	6/30/2025	Active
Mroz, Stanislaus	206334	Emergency Medical Responder	5/31/2024	6/30/2026	Active
Murray, Ashley N	136641	Emergency Medical Technician	5/23/2023	6/30/2025	Active
Murray, Kenneth E	134735	Emergency Medical Technician	5/23/2023	6/30/2025	Active
Parshall, David Luis	202518	Emergency Medical Technician	5/2/2023	6/30/2025	Active
Pedersen, Randolph Christopher	116062	Oregon EMT-Intermediate	5/2/2023	6/30/2025	Active
Peterson, Aaron R	128249	Paramedic	5/25/2023	6/30/2025	Active
Pulito, James Michael	126902	Paramedic	5/2/2023	6/30/2025	Active
Raichel, Steven F	147004	Advanced EMT	2/14/2023	6/30/2025	Active
Ridinger, Ryan A	130269	Advanced EMT	5/22/2023	6/30/2025	Active
Schrotzberger, Aaron D	123990	Paramedic	5/2/2023	6/30/2025	Active
Smythe, Eric D	145621	Emergency Medical Technician	5/2/2023	6/30/2025	Active
Stanton, Marcus L	125702	Paramedic	5/1/2023	6/30/2025	Active
Strolis, Lisa I	140167	Paramedic	5/2/2023	6/30/2025	Active
Swanson, Michael Gerald	204298	Emergency Medical Technician	4/17/2023	6/30/2025	Active
Tew, Shane J	146992	Emergency Medical Responder	5/21/2024	6/30/2026	Active
Ward, Tilon Prakash	203664	Paramedic	5/10/2023	6/30/2025	Active
Wiley MD, Jenna Marie	MD198764	Doctor of Medicine	11/1/2023		Active
Wunderly, Eric Daniel	128518	Paramedic	5/2/2023	6/30/2025	Active

# Section 5



**Proof of Public  
Liability  
Insurance  
(3.1.3i)**



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 07/02/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WHA Insurance Agency 2930 Chad Drive  Eugene OR 97408  INSURED Columbia River F&R 270 Columbia Blvd  St. Helens OR 97051	CONTACT NAME: Jealica Bomberger PHONE (A/C, No, Ext): (800) 852-6140 FAX (A/C, No): (541) 342-3786 E-MAIL ADDRESS: j bomberger@whainsurance.com  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : Special Districts Assoc of</td> <td>1119</td> </tr> <tr> <td>INSURER B : OR Genesis Insurance</td> <td></td> </tr> <tr> <td>INSURER C : Company</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Special Districts Assoc of	1119	INSURER B : OR Genesis Insurance		INSURER C : Company		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER C : Company															
INSURER D :															
INSURER E :															
INSURER F :															

**COVERAGES**
**CERTIFICATE NUMBER:** 2024 - 2025

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A/B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Public Officials Liability <input checked="" type="checkbox"/> Employment Practices Liability  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		Y	39P52841	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ None PRODUCTS - COMP/OP AGG \$ Employment Practices \$ 5,000,000
A/B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> OWNED AUTOS ONLY		Y	39P52841	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Excess Auto Liability \$ 9,500,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/>	N/A			E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is an additional participant in respects to Ambulance Service Franchise, but only with respects to negligence claims for Bodily Injury, Property Damage or Personal Injury where the Named Participant is deemed to have liability. In no event shall coverage extend to any party for any Claim, Suit or Action, however or whenever asserted, arising out of such party's sole negligence or for any Claim, Suit or Action which occurs prior to the execution of the contract or agreement.

**CERTIFICATE HOLDER****CANCELLATION**

Columbia Co Ambulance Services Franchise Dept of Em 230 Strand Street  St. Helens OR 97051	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <div style="text-align: center; font-family: cursive; font-size: 1.2em;">           Jealica Bomberger         </div>
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# Section 4

AMBULANCE SERVICE AREA FRANCHISE RFP

## List of Vehicles / Licensing/ Insurance/Maintenance Record

VIN Number	Year	Make	Model	Unit Number	Vehicle Type	DMV Number	License Plate
☑ 1FDWF37F22EA29053	2002	Ford		7312	Ground Ambulance	E270879	
☑ 3C7WRTBL3JG169485	2016	Dodge	Braun NW	7313	Ground Ambulance	E273524	
☑ 3C7WRTBL2JG346415	2016	RAM	Braun NW	7314	Ground Ambulance	E273548	
☑ 1FDWF37R08EB43975	2008	Ford	Braun NW Inc	7315	Ground Ambulance	E283177	
☑ 1GD675CLXB1161899	2011	GMC		7311	Ground Ambulance	E254542	
☑ 3C7WRLCL3NG187344	2022	Dodge	Arrow Manufacturing Inc	7316	Ground Ambulance	E283136	
☑ 3C7WRTBL9MG305399	2021	Dodge	Braun NW Inc	7317	Ground Ambulance	E283183	
☑ 1FDXE45FX3HB04999	2003	Ford		7307	Ground Ambulance	E224074	

Columbia River Fire and Rescue currently has a fleet of 8 ambulances. One of the 8 ambulances is a reserve unit that is used if another unit is out for major services. CRFR has funds budgeted in the 2024/2025 budget year to replace one ambulance. There are plans to replace a second unit in the 2025/2026 budget year.

AMBULANCE SERVICE AREA FRANCHISE RFP

# Licensing

**OREGON**



**EMS**

Columbia River Fire and Rescue  
Type: Ground Ambulance  
License Number: 09756  
Year: 2017  
Make: Ford  
VIN: 1F10W1FD2E8A10093  
Expiration Date: 06/30/2021

**OREGON**

**EMS**

Columbia River Fire and Rescue  
Type: Ground Ambulance  
License Number: 09758  
Year: 2018  
Make: Ford  
VIN: 1F10W1FD2E8A10093  
Expiration Date: 06/30/2021



**OREGON**



**EMS**

Columbia River Fire and Rescue  
Type: Ground Ambulance  
License Number: 09917  
Year: 2015  
Make: RAM  
VIN: 1F10W1FD2E8A10093  
Expiration Date: 06/30/2021

**OREGON**


**EMS**

Columbia River Fire and Rescue  
Type: Ground Ambulance  
License Number: 01251  
Year: 2011  
Make: Ford  
VIN: 1F10W1FD2E8A10093  
Expiration Date: 06/30/2021




AMBULANCE SERVICE AREA FRANCHISE RFP

# Licensing

**OREGON** 


**EMS** Columbia River Fire and Rescue  
 Type: Ground Ambulance  
 License Number: 41270  
 Year: 2011  
 Make: Dodge  
 VIN: 1C3BPECL5N8134841  
 Expiration Date: 06/30/2021

Oregon Ambulance License # 41270  
 41270 - Columbia River Fire and Rescue  
 LICENSEE: COLUMBIA RIVER FIRE AND RESCUE

**OREGON** 


**EMS** Columbia River Fire and Rescue  
 Type: Ground Ambulance  
 License Number: 41271  
 Year: 2011  
 Make: Dodge  
 VIN: 1C3BPECL5N8134841  
 Expiration Date: 06/30/2021

Oregon Ambulance License # 41271  
 41271 - Columbia River Fire and Rescue  
 LICENSEE: COLUMBIA RIVER FIRE AND RESCUE

**OREGON** 

**EMS** Columbia River Fire and Rescue  
 Type: Ground Ambulance  
 License Number: 41265  
 Year: 2011  
 Make: Dodge  
 VIN: 1C3BPECL5N8134841  
 Expiration Date: 06/30/2021

Oregon Ambulance License # 41265  
 41265 - Columbia River Fire and Rescue  
 LICENSEE: COLUMBIA RIVER FIRE AND RESCUE

**OREGON** 

**EMS** Columbia River Fire and Rescue  
 Type: Ground Ambulance  
 License Number: 41241  
 Year: 2011  
 Make: Ford  
 VIN: 1F0TAF4E18H069729  
 Expiration Date: 06/30/2021

Oregon Ambulance License # 41241  
 41241 - Columbia River Fire and Rescue  
 LICENSEE: COLUMBIA RIVER FIRE AND RESCUE



<p><b>If you have an accident or loss:</b></p> <ul style="list-style-type: none"> <li>Get medical attention if needed.</li> <li>Notify the police immediately.</li> <li>Obtain names, addresses, phone numbers (work &amp; home) and license plate numbers of all persons involved, including passengers and witnesses.</li> <li>Contact your agent as soon as possible if you are unable to contact your agent.</li> <li>Contact SDRS: Phone 800-355-1736, Fax 503-291-9817.</li> </ul>	<p>Original Auto Liability Coverage Identification Card</p> <p>Special District Insurance Services</p> <hr/> <p>Columbia River Fire &amp; Rescue</p> <p>270 Columbia Blvd St. Helens, OR 97131</p> <p>Policy Number: 30025011772 VIN: 1P2WV1J27A0001975</p> <p>Effective Date: 1/1/2024 Expiration Date: 12/31/2024</p> <p>Year/Make/Model: 2015 Ford Focus</p> <p>This card is attached to your identification card. Please keep it safe.</p>
<p><b>If you have an accident or loss:</b></p> <ul style="list-style-type: none"> <li>Get medical attention if needed.</li> <li>Notify the police immediately.</li> <li>Obtain names, addresses, phone numbers (work &amp; home) and license plate numbers of all persons involved, including passengers and witnesses.</li> <li>Contact your agent as soon as possible if you are unable to contact your agent.</li> <li>Contact SDRS: Phone 800-355-1736, Fax 503-291-9817.</li> </ul>	<p>Original Auto Liability Coverage Identification Card</p> <p>Special District Insurance Services</p> <hr/> <p>Columbia River Fire &amp; Rescue</p> <p>270 Columbia Blvd St. Helens, OR 97131</p> <p>Policy Number: 30025011772 VIN: 1P2WV1J27A0001975</p> <p>Effective Date: 1/1/2024 Expiration Date: 12/31/2024</p> <p>Year/Make/Model: 2015 Dodge Avenger</p> <p>This card is attached to your identification card. Please keep it safe.</p>
<p><b>If you have an accident or loss:</b></p> <ul style="list-style-type: none"> <li>Get medical attention if needed.</li> <li>Notify the police immediately.</li> <li>Obtain names, addresses, phone numbers (work &amp; home) and license plate numbers of all persons involved, including passengers and witnesses.</li> <li>Contact your agent as soon as possible if you are unable to contact your agent.</li> <li>Contact SDRS: Phone 800-355-1736, Fax 503-291-9817.</li> </ul>	<p>Original Auto Liability Coverage Identification Card</p> <p>Special District Insurance Services</p> <hr/> <p>Columbia River Fire &amp; Rescue</p> <p>270 Columbia Blvd St. Helens, OR 97131</p> <p>Policy Number: 30025011772 VIN: 1P2WV1J27A0001975</p> <p>Effective Date: 1/1/2024 Expiration Date: 12/31/2024</p> <p>Year/Make/Model: 2015 Dodge Avenger</p> <p>This card is attached to your identification card. Please keep it safe.</p>
<p><b>If you have an accident or loss:</b></p> <ul style="list-style-type: none"> <li>Get medical attention if needed.</li> <li>Notify the police immediately.</li> <li>Obtain names, addresses, phone numbers (work &amp; home) and license plate numbers of all persons involved, including passengers and witnesses.</li> <li>Contact your agent as soon as possible if you are unable to contact your agent.</li> <li>Contact SDRS: Phone 800-355-1736, Fax 503-291-9817.</li> </ul>	<p>Original Auto Liability Coverage Identification Card</p> <p>Special District Insurance Services</p> <hr/> <p>Columbia River Fire &amp; Rescue</p> <p>270 Columbia Blvd St. Helens, OR 97131</p> <p>Policy Number: 30025011772 VIN: 1P2WV1J27A0001975</p> <p>Effective Date: 1/1/2024 Expiration Date: 12/31/2024</p> <p>Year/Make/Model: 2017 Ford Focus</p> <p>This card is attached to your identification card. Please keep it safe.</p>

Insurance

COLUMBIA RIVER FIRE AND RESCUE

<p><b>2307</b></p> <p>Oregon Auto Liability Coverage Identification Card Special District Insurance Services</p> <p>Columbia River Fire &amp; Rescue 270 Columbia Blvd St Helens OR 97121 Policy Number: 3092841177 VIN: 1C02X0156X010195 Expiration Date: 12/31/2024 Year/Make/Model: 2021 Ford Bronco</p> <p>This card must be carried in the vehicle at all times in order to receive coverage.</p> <p><b>If you have an accident or loss:</b>          * Get medical attention if needed.          * Notify the police immediately.          * Obtain names, addresses, phone numbers (work &amp; home) and license plate numbers of all persons involved, including passengers and witnesses.          * Contact your agent as soon as possible if you are unable to contact your agent.          Contact SDCI: Phone 800-305-1756 Fax 503-620-0917</p>	<p><b>2312</b></p> <p>Oregon Auto Liability Coverage Identification Card Special District Insurance Services</p> <p>Columbia River Fire &amp; Rescue 270 Columbia Blvd St Helens OR 97121 Policy Number: 3092841177 VIN: 1C2WML8L5M050310 Expiration Date: 11/2/2024 Year/Make/Model: 2021 Ram American</p> <p>This card must be carried in the vehicle at all times in order to receive coverage.</p> <p><b>If you have an accident or loss:</b>          * Get medical attention if needed.          * Notify the police immediately.          * Obtain names, addresses, phone numbers (work &amp; home) and license plate numbers of all persons involved, including passengers and witnesses.          * Contact your agent as soon as possible if you are unable to contact your agent.          Contact SDCI: Phone 800-305-1756 Fax 503-620-0917</p>
<p><b>2313</b></p> <p>Oregon Auto Liability Coverage Identification Card Special District Insurance Services</p> <p>Columbia River Fire &amp; Rescue 270 Columbia Blvd St Helens OR 97121 Policy Number: 3092841177 VIN: 1C2WML8L5M050310 Expiration Date: 12/31/2024 Year/Make/Model: 2021 Ram American</p> <p>This card must be carried in the vehicle at all times in order to receive coverage.</p> <p><b>If you have an accident or loss:</b>          * Get medical attention if needed.          * Notify the police immediately.          * Obtain names, addresses, phone numbers (work &amp; home) and license plate numbers of all persons involved, including passengers and witnesses.          * Contact your agent as soon as possible if you are unable to contact your agent.          Contact SDCI: Phone 800-305-1756 Fax 503-620-0917</p>	<p><b>2314</b></p> <p>Oregon Auto Liability Coverage Identification Card Special District Insurance Services</p> <p>Columbia River Fire &amp; Rescue 270 Columbia Blvd St Helens OR 97121 Policy Number: 3092841177 VIN: 1C2WML8L5M050310 Expiration Date: 12/31/2024 Year/Make/Model: 2021 Ram American</p> <p>This card must be carried in the vehicle at all times in order to receive coverage.</p> <p><b>If you have an accident or loss:</b>          * Get medical attention if needed.          * Notify the police immediately.          * Obtain names, addresses, phone numbers (work &amp; home) and license plate numbers of all persons involved, including passengers and witnesses.          * Contact your agent as soon as possible if you are unable to contact your agent.          Contact SDCI: Phone 800-305-1756 Fax 503-620-0917</p>
<p><b>2315</b></p> <p>Oregon Auto Liability Coverage Identification Card Special District Insurance Services</p> <p>Columbia River Fire &amp; Rescue 270 Columbia Blvd St Helens OR 97121 Policy Number: 3092841177 VIN: 1C02X0156X010195 Expiration Date: 12/31/2024 Year/Make/Model: 2021 Ford Bronco</p> <p>This card must be carried in the vehicle at all times in order to receive coverage.</p> <p><b>If you have an accident or loss:</b>          * Get medical attention if needed.          * Notify the police immediately.          * Obtain names, addresses, phone numbers (work &amp; home) and license plate numbers of all persons involved, including passengers and witnesses.          * Contact your agent as soon as possible if you are unable to contact your agent.          Contact SDCI: Phone 800-305-1756 Fax 503-620-0917</p>	<p><b>2316</b></p> <p>Oregon Auto Liability Coverage Identification Card Special District Insurance Services</p> <p>Columbia River Fire &amp; Rescue 270 Columbia Blvd St Helens OR 97121 Policy Number: 3092841177 VIN: 1C02X0156X010195 Expiration Date: 12/31/2024 Year/Make/Model: 2021 Ford Bronco</p> <p>This card must be carried in the vehicle at all times in order to receive coverage.</p> <p><b>If you have an accident or loss:</b>          * Get medical attention if needed.          * Notify the police immediately.          * Obtain names, addresses, phone numbers (work &amp; home) and license plate numbers of all persons involved, including passengers and witnesses.          * Contact your agent as soon as possible if you are unable to contact your agent.          Contact SDCI: Phone 800-305-1756 Fax 503-620-0917</p>

Insurance

AMBULANCE SERVICE AREA FRANCHISE RFP

# Maintenance Record

7/3/2024 - 9:10 AM

## Fleet Maintenance Log

Fleet Maintenance Log with Part, Labor and Fuel Cost (updated in library 3/7/18)

Schedule Name => Mileage Entry

Maintenance Date = Previous Year

Unit Number = 7307, 7311, 7312, 7313, 7314, 7316, 7317, 7318

### Unit Number: 7307

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
11/9/2023	10381	PM		221,858	\$84.92	\$0.00	\$84.92	162	CRFR
8/17/2020	10114	PM		116,533	\$56.32	\$62.50	\$118.82	106	Columbia River Fire and Rescue

### Unit Number: 7311

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
5/29/2024	10894	PM		231,533	\$117.15	\$750.00	\$367.15	1023	Columbia River Fire and Rescue
4/29/2024	10884	PM		23,440	\$320.21	\$0.00	\$320.21	1013	Columbia River Fire and Rescue
11/13/2023	10820	PM		226,694	\$118.53	\$62.50	\$181.03	959	Columbia River Fire and Rescue
10/13/2023	10795	PM		212,019	\$1,473.59	\$1,875.00	\$3,148.59	923	Columbia River Fire and Rescue
9/6/2023	10775	PM		212,669	\$0.00	\$62.50	\$62.50	902	Columbia River Fire and Rescue
6/13/2023	10735	PM		208,358	\$205.16	\$125.00	\$330.16	899	Columbia River Fire and Rescue
3/21/2023	10686	PM		183,987	\$103.51	\$125.00	\$228.51	793	Columbia River Fire and Rescue
10/19/2022	10614	PM		197,492	\$121.17	\$187.50	\$308.67	700	Columbia River Fire and Rescue
7/21/2022	10532	PM		192,845	\$45.05	\$250.00	\$295.05	617	Columbia River Fire and Rescue
4/26/2022	10479	PM		188,453	\$284.68	\$500.00	\$784.68	563	Columbia River Fire and Rescue
3/24/2022	10454	PM		184,157	\$549.32	\$687.50	\$1,236.82	533	CRFR
2/8/2022	10437	PM		178,771	\$47.02	\$250.00	\$297.02	521	CRFR
12/9/2021	10402	PM		174,351	\$17.27	\$125.00	\$242.27	483	CRFR
9/13/2021	10356	PM		168,268	\$76.85	\$125.00	\$201.85	434	CRFR
4/5/2021	10267	PM		164,176	\$783.18	\$0.00	\$783.18	342	Columbia River Fire and Rescue
6/29/2020	10080	PM		159,318	\$46.83	\$125.00	\$171.83	152	

### Unit Number: 7312

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
10/19/2022	10613	PM		231,281	\$103.08	\$125.00	\$228.08	691	Columbia River Fire and Rescue
3/28/2022	10460	PM		222,286	\$102.11	\$187.50	\$289.61	544	CRFR
10/25/2021	10376	PM		201,273	\$101.73	\$250.00	\$351.73	452	CRFR
9/2/2021	10352	PM		201,029	\$203.66	\$187.50	\$391.16	430	CRFR
6/30/2021	10326	PM		200,284	\$61.71	\$125.00	\$186.71	403	Columbia River Fire and Rescue
5/24/2021	10287	PM		204,050	\$94.49	\$187.50	\$281.99	363	Columbia River Fire and Rescue
4/26/2021	10277	PM		199,760	\$65.57	\$375.00	\$440.57	353	Columbia River Fire and Rescue
3/15/2021	10260	PM		195,503	\$59.53	\$62.50	\$122.03	335	Columbia County-Land Development
2/9/2021	10254	PM		190,284	\$73.37	\$125.00	\$198.37	292	Columbia River Fire and Rescue
12/8/2020	10216	PM		184,111	\$400.17	\$1,500.00	\$1,900.17	290	Columbia River Fire and Rescue
11/2/2020	10188	PM		179,796	\$1,252.11	\$500.00	\$1,752.11	262	Columbia River Fire and Rescue
10/1/2020	10164	PM		175,489	\$94.94	\$62.50	\$157.44	233	Columbia River Fire and Rescue
8/27/2020	10131	PM		171,668	\$50.97	\$125.00	\$184.02	201	Columbia River Fire and Rescue
7/24/2020	10092	PM		166,956	\$56.31	\$125.00	\$181.32	164	

### Unit Number: 7313

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
5/7/2024	10888	PM		0	\$145.93	\$0.00	\$145.93	1817	
3/6/2024	10864	PM		155,891	\$161.90	\$125.00	\$286.80	993	Columbia River Fire and Rescue
12/26/2023	10840	PM		148,046	\$130.77	\$250.00	\$380.77	968	Columbia River Fire and Rescue
10/17/2023	10797	PM		141,272	\$154.90	\$125.00	\$279.90	926	Columbia River Fire and Rescue
7/17/2023	10755	PM		135,988	\$993.69	\$500.00	\$1,493.69	879	Columbia River Fire and Rescue
5/16/2023	10723	PM		132,037	\$1,587.63	\$500.00	\$2,087.63	836	Columbia River Fire and Rescue
2/13/2023	10669	PM		126,504	\$136.96	\$250.00	\$386.96	764	Columbia River Fire and Rescue
12/22/2022	10644	PM		120,620	\$143.49	\$125.00	\$268.49	727	Columbia River Fire and Rescue
11/21/2022	10624	PM		116,394	\$43.61	\$250.00	\$293.61	711	Columbia River Fire and Rescue
9/8/2022	10575	PM		109,723	\$51.00	\$62.50	\$113.50	660	Columbia River Fire and Rescue
7/26/2022	10538	PM		105,366	\$432.57	\$375.00	\$807.57	623	Columbia River Fire and Rescue
5/31/2022	10491	PM		98,887	\$49.50	\$125.00	\$174.50	525	Columbia River Fire and Rescue
4/18/2022	10472	PM		93,893	\$1,274.86	\$1,060.00	\$2,334.86	550	Columbia River Fire and Rescue
1/25/2022	10429	PM		85,331	\$352.48	\$375.00	\$727.48	511	CRFR
11/23/2021	10388	PM		79,381	\$233.70	\$500.00	\$733.70	420	CRFR
9/13/2021	10357	PM		74,785	\$49.01	\$62.50	\$111.51	433	CRFR
6/1/2021	10298	PM		67,928	\$180.36	\$500.00	\$680.36	374	Columbia River Fire and Rescue
3/15/2021	10259	PM		64,041	\$47.32	\$62.50	\$109.82	334	Columbia River Fire and Rescue
12/9/2020	10218	PM		58,728	\$1,374.26	\$1,000.00	\$2,374.26	292	Columbia River Fire and Rescue

AMBULANCE SERVICE AREA FRANCHISE RFP

# Maintenance Record

Unit Number: 7317

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
4/4/2024	10874	PM		85,246	\$151.88	\$187.50	\$339.38	1003	Columbia River Fire and Rescue
8/28/2023	10772	PM		80,819	\$2,199.16	\$1,462.50	\$3,661.66	877	Columbia River Fire and Rescue
7/10/2023	10750	PM		75,264	\$107.25	\$187.50	\$294.75	822	Columbia River Fire and Rescue
6/12/2023	10731	PM		67,935	\$75.05	\$125.00	\$200.05	842	Columbia River Fire and Rescue
4/24/2023	10708	PM		60,280	\$126.84	\$150.00	\$276.84	820	Columbia River Fire and Rescue
3/21/2023	10689	PM		54,003	\$74.75	\$125.00	\$199.75	793	Columbia River Fire and Rescue
1/31/2023	10664	PM		46,864	\$1,799.25	\$500.00	\$2,299.25	759	Columbia River Fire and Rescue
12/27/2022	10646	PM		41,827	\$55.00	\$0.00	\$55.00	740	Columbia River Fire and Rescue
11/29/2022	10628	PM		37,475	\$65.40	\$375.00	\$440.40	715	Columbia River Fire and Rescue
11/11/2022	10620	PM		35,409	\$63.89	\$125.00	\$188.89	706	Columbia River Fire and Rescue
9/22/2022	10593	PM		27,357	\$127.48	\$187.50	\$314.98	681	Columbia River Fire and Rescue
8/17/2022	10558	PM		22,368	\$51.00	\$62.50	\$113.50	643	Columbia River Fire and Rescue
7/26/2022	10533	PM		17,671	\$70.13	\$62.50	\$132.63	618	Columbia River Fire and Rescue
6/30/2022	10519	PM		13,160	\$101.43	\$312.50	\$413.93	604	Columbia River Fire and Rescue
5/31/2022	10492	PM		7,660	\$50.19	\$62.50	\$112.69	576	Columbia River Fire and Rescue

Unit Number: 7318

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
6/10/2024	10895	PM		77,812	\$224.18	\$400.00	\$624.18	1024	Columbia River Fire and Rescue
4/4/2024	10886	PM		69,776	\$73.98	\$125.00	\$198.98	1015	Columbia River Fire and Rescue
3/5/2024	10861	PM		64,725	\$491.34	\$1,000.00	\$1,491.34	990	Columbia River Fire and Rescue
1/30/2024	10847	PM		60,878	\$160.32	\$250.00	\$410.32	926	Columbia River Fire and Rescue
11/13/2023	10821	PM		50,513	\$1,243.36	\$1,000.00	\$2,243.36	950	Columbia River Fire and Rescue
8/28/2023	10771	PM		40,176	\$246.53	\$187.50	\$434.03	890	Columbia River Fire and Rescue
7/24/2023	10756	PM		35,324	\$86.07	\$125.00	\$211.07	881	Columbia River Fire and Rescue
6/7/2023	10729	PM		29,570	\$53.01	\$31.25	\$84.26	843	Columbia River Fire and Rescue
3/21/2023	10685	PM		25,767	\$141.93	\$187.50	\$329.43	784	Columbia River Fire and Rescue
1/27/2022	10643	PM		20,162	\$55.80	\$125.00	\$180.80	726	Columbia River Fire and Rescue
11/11/2022	10621	PM		15,573	\$39.10	\$125.00	\$164.10	707	Columbia River Fire and Rescue
9/8/2022	10576	PM		10,200	\$144.88	\$250.00	\$394.88	661	Columbia River Fire and Rescue
6/20/2022	10505	PM		4,522	\$61.57	\$62.50	\$124.07	583	Columbia River Fire and Rescue

Unit Number: 7314

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
5/13/2024	10893	PM		103,214	\$161.80	\$250.00	\$411.80	1022	Columbia River Fire and Rescue
2/22/2024	10862	PM		157,991	\$55.28	\$125.00	\$180.28	991	Columbia River Fire and Rescue
11/29/2023	10831	PM		149,319	\$546.06	\$737.50	\$1,283.56	960	Columbia River Fire and Rescue
9/26/2023	10787	PM		143,882	\$126.80	\$125.00	\$251.80	914	Columbia River Fire and Rescue
6/30/2023	10736	PM		134,732	\$149.61	\$187.50	\$337.11	850	Columbia River Fire and Rescue
4/11/2023	10700	PM		122,726	\$53.01	\$125.00	\$178.01	811	Columbia River Fire and Rescue
2/15/2023	10673	PM		123,124	\$244.43	\$312.50	\$556.93	767	Columbia River Fire and Rescue
12/11/2022	10624	PM		117,232	\$291.21	\$312.50	\$603.71	710	Columbia River Fire and Rescue
8/22/2022	10563	PM		113,319	\$0.00	\$0.00	\$0.00	650	Columbia River Fire and Rescue
6/20/2022	10507	PM		109,851	\$397.24	\$497.50	\$894.74	591	Columbia River Fire and Rescue
4/13/2022	10471	PM		105,498	\$117.91	\$125.00	\$242.91	555	Columbia River Fire and Rescue
12/8/2021	10399	PM		0	\$0.00	\$0.00	\$0.00	482	CRRR
12/8/2021	10400	PM		99,404	\$263.56	\$562.50	\$826.06	481	CRRR
9/16/2021	10358	PM		93,825	\$1,267.22	\$775.00	\$1,742.22	436	CRRR
7/20/2021	10332	PM		87,393	\$43.89	\$0.00	\$43.89	410	CRRR
5/24/2021	10280	PM		81,965	\$0.00	\$25.00	\$25.00	365	Columbia River Fire and Rescue
5/19/2021	10286	PM		81,565	\$782.54	\$750.00	\$1,532.54	360	Columbia River Fire and Rescue
4/5/2021	10268	PM		77,058	\$48.88	\$125.00	\$173.88	343	Columbia River Fire and Rescue
2/2/2021	10245	PM		71,108	\$34.29	\$187.50	\$221.79	320	Columbia River Fire and Rescue
12/17/2020	10223	PM		67,149	\$192.79	\$387.50	\$580.29	297	Columbia River Fire and Rescue
10/27/2020	10185	PM		62,904	\$46.00	\$125.00	\$171.00	250	Columbia River Fire and Rescue
8/26/2020	10127	PM		58,294	\$781.74	\$750.00	\$1,531.74	200	Columbia River Fire and Rescue
6/29/2020	10077	PM		54,155	\$67.00	\$125.00	\$192.00	132	

Unit Number: 7316

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
2/5/2024	10849	PM		162,588	\$106.34	\$9.00	\$115.34	925	Columbia River Fire and Rescue
10/31/2023	10812	PM		159,794	\$498.49	\$925.00	\$1,423.49	941	Columbia River Fire and Rescue
6/11/2023	10701	PM		154,204	\$499.32	\$375.00	\$874.32	811	Columbia River Fire and Rescue
7/26/2022	10539	PM		150,738	\$76.89	\$125.00	\$201.89	624	Columbia River Fire and Rescue
4/5/2022	10466	PM		146,079	\$95.59	\$187.50	\$283.09	550	Columbia River Fire and Rescue

# Section 7

AMBULANCE SERVICE AREA FRANCHISE RFP

# Medical Doctor License / Medical Director Contract (Medical Director)



**Jenna Wiley MD**  
Medical Director CRFR



Oregon Medical Board  
1500 SW 1st Ave, Ste 620  
Portland, OR 97201-5847  
971-673-2700  
www.oregon.gov/omb

CERTIFICATE OF REGISTRATION FOR MD License  
LICENSE NUMBER: MD198764  
PROFESSION: Doctor of Medicine  
LICENSE STATUS: Active

EXPIRATION DATE: 12/31/2025  
EFFECTIVE DATE: 01/01/2024  
DISPENSING: No



JENNA MARIE WILEY, MD  
101 SW MAIN STREET  
SUITE 940  
PORTLAND, OR 97204

For verification of license, please visit the Board's website at [www.oregon.gov/OMB](http://www.oregon.gov/OMB) or call 971-673-2700.

**Active** status is granted to you as a licensee who practices within the State of Oregon or one of its approved border towns. This license must be renewed by the expiration date above.

Licensees must notify the Oregon Medical Board within 30 days of changing a practice, home or mailing address. Address changes may be made on the Board's website at [www.oregon.gov/OMB](http://www.oregon.gov/OMB); clicking Online Services on the home page will allow you to log in and make updates. If you need assistance, please contact the Licensing Call Center at 971-673-2700.

A licensee who ceases practice in the State of Oregon will be placed at **Inactive** status. The licensee must then reactivate to Active status before returning to practice in Oregon. The reactivation process takes approximately 4-6 weeks.

<p align="center">State of Oregon <b>OREGON MEDICAL BOARD</b></p> <p>This certifies that having fulfilled all the requirements of the Laws of the State of Oregon and possessing the prescribed qualifications, the following person is hereby licensed as a MD Licensee in the State of Oregon.</p> <p>JENNA MARIE WILEY, MD MD198764 Original Issue Date: 05/04/2020 Effective Date: 01/01/2024 Expiration Date: 12/31/2025 License Status: Active</p>	<p align="center"><b>OREGON MEDICAL BOARD</b> 1500 S.W. 1st Avenue, Suite 620 Portland, Oregon 97201-5847 (971) 673-2700</p> <p>* Furnish your OREGON license number when contacting the Board. * Reactivation is required to change to ACTIVE status from INACTIVE or any other practicing status. * ALWAYS keep the Board informed of your correct MAILING ADDRESS. Failure to do so may result in discipline.</p> <p>For verification of license, please visit the Board's website at <a href="http://www.oregon.gov/OMB">www.oregon.gov/OMB</a> or call 971-673-2700.</p>
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# Section 8



## Ambulance Deployment Plan -plan for reporting response times, response improvement plans and mutual aid agreements

Columbia River Fire and Rescue Deployment plan consist of combination Fire/Paramedic, Fire/EMT, Single Role Paramedics, Single Role EMTs and Volunteer EMT/Firefighters. CRFR has 7 staffed ambulances and provides ALS transport. CRFR current deployment plan provides Single Role Paramedics for 20 hours per day overlapping two Single Role Paramedic ambulances during the shift. The ambulances are supplemented with Firefighter/Paramedics that provide ALS transport when Single Role Paramedic ambulances are unavailable.

Non Emergency and interfacility transfers are prioritized based on current calls and resources available. CRFR has a Duty officer 24 hours a day 7 days a week. Non Emergency and interfacility transports are managed and prioritized by the Duty officer.

- Statement Concerning QA plan attached
- Mutual Aid agreements attached





## Columbia River Fire & Rescue

EMS Division Chief Office

270 Columbia Blvd \* St Helens, Oregon \* 97051  
Phone (503)-397-2990 \* [www.crrf.com](http://www.crrf.com) \* FAX (503)-397-3198

RE: Ambulance Service Area Franchise Proposal 2024 / RFP #S-C00055-00010854

### Statement concerning Clinical Quality Performance plan / Plan for reporting response times

To: Whom it may concern,

Columbia River Fire and Rescue has A quality performance plan for EMS ambulances is crucial to ensure that emergency medical services are provided efficiently and effectively. This plan outlines the standards and protocols that EMS professionals must follow to deliver high-quality care to patients in need. By adhering to this plan, ambulance crews can ensure that they are well-prepared to respond to emergencies and provide life-saving interventions. Regular training and evaluations are essential components of the quality performance plan, as they help to ensure that EMS professionals are equipped with the necessary skills and knowledge to deliver the best possible care to patients. Columbia River Fire and Rescue preforms prebilling QA on all transports and QAs all refusals assuring quality care and transportation is provided. All documentation of pre-hospital care reports is done using Image Trend Elite software.

**Regarding reporting response times** - Columbia River Fire and Rescue uses and is a current customer of "Image Trend Continuum". Continuum provides active data monitoring and predefined analytics. Reporting our response times will be managed using this program.

In addition, Continuum provides

- Immediate insight – on response times, calls and care provided
- Active alerts – notifications via text, email and dashboards
- Playlist – featuring charts, maps
- Automatic Delivery – data updates and can be provided automatically based on data required

A handwritten signature in black ink, appearing to read 'J Cole', with a long horizontal flourish extending to the right.

Jerry Cole  
Division Chief



2010

**COLUMBIA COUNTY  
MUTUAL AID AND AUTOMATIC RESPONSE EMERGENCY ASSISTANCE  
AGREEMENT**

This Agreement is entered into by and between the undersigned Fire Agencies located in Columbia County to enable them to provide Mutual Aid and Automatic Response to each other, and to specify the terms of Emergency Assistance during declared emergencies or conflagrations.

WHEREAS, This Agreement is between Fire Agencies within Columbia County and have entered into this agreement individually; and

WHEREAS, defined terms are set forth in Article II; and

WHEREAS, ORS 190.010 allows units of local government to enter into agreements with other local government units for the performance of any and all functions and activities that each unit has authority to perform, and ORS Chapters 190, 453, 476, 477 and 478 extend the powers and authorities of Fire Agencies beyond their boundaries when operating under this Agreement; and

WHEREAS, Fire Agencies recognize the likelihood that fires or Emergencies occurring within their boundaries could exceed the ability to control them with the equipment and personnel of any one agency or Fire Defense District as defined in the Oregon Fire Service Mobilization Plan; and

WHEREAS, Fire Agencies recognize the necessity to facilitate and comply with the Oregon Conflagration Act (ORS 476.510 to 476.610), and to provide immediate response under the Oregon Fire Service Mobilization Plan prior to the exercise of authority under the Conflagration Act; and

WHEREAS, it is necessary and proper for Fire Agencies to enter into Mutual Aid, Automatic Response and Emergency Assistance agreements for the mutual protection of life and property; and

WHEREAS, Mutual Aid and Automatic Response is intended to provide an immediate response under the Oregon Fire Service Mobilization Plan; and

WHEREAS, ongoing operations during declarations of emergency under ORS 401.055 or during extended operations under the Conflagration Act exceed the intent of Mutual Aid and Automatic Response; and

WHEREAS, the terms and conditions of the Emergency Assistance needed to protect life and property during extended operations needs to be defined and agreed upon by Fire Agencies.

NOW THEREFORE, Fire Agencies agree as follows:

#### Article I –TERM

This Agreement takes effect on the date of execution by Fire Agencies, and continues in effect until terminated as provided in Article III.

#### Article II – DEFINITIONS

- A. "Assistance Costs" means any direct equipment costs and labor costs that extend beyond the first Operational Period (usual and customary costs) of the event and that are incurred by the Lender in providing any asset requested. Assistance costs will be determined according to Chapter III of the Oregon Fire Service Mobilization Plan.
- B. "Automatic Response" means short term and immediate automatic assistance between fire agencies consisting of equipment and personnel during Emergencies. Fire Agencies have agreed prior to the incident that automatic response between two jurisdictions in certain areas encompassing either jurisdictions or where certain incidents may require more resources than one agency has. This assistance is intended to be for a period not more than twelve (12) hours or the first operational period of the Emergency, whichever is less. The Lender and Borrower may mutually agree to extend Automatic Response.
- C. "Borrower" means the Party that has jurisdiction over the Emergency incident that has made a request for Emergency Response.
- D. "Contact Person(s)" means the person or persons designated by each Party to request Emergency Response or grant Emergency Response to another Party under this Agreement.
- E. "County Fire Defense District" means the association and organization of local fire agencies as ordered by the Oregon State Fire Marshal and defined in the Oregon Fire Service Mobilization Plan.
- F. "Emergency" is a human-caused or natural event or circumstance within the jurisdiction of any Party causing or threatening loss of life, damage to the environment, injury to person or property, human suffering or financial loss, and the event is or is likely to be beyond the capacity of the Party in terms of personnel, equipment and facilities, and therefore requires Emergency Assistance. Events include fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies,

disease, infestation, civil disturbance, riots, acts of terrorism or sabotage, and use of weapons of mass destruction.

- G. "Emergency Assistance" means employees, services, equipment, materials, or supplies offered during an Emergency by the Lender and accepted by the Borrower to assist in maintaining or restoring normal services beyond the first Operational Period of the Emergency when such service has been disrupted by the Emergency and Emergency Assistance from other Parties is necessary or advisable, as determined by the Borrower.
- H. "Lender" means a Party to this Agreement that provides Emergency Assistance to another Party under this Agreement.
- I. "Mutual Aid" means short term and immediate mutual assistance between the Parties consisting of appropriate equipment and personnel during Emergencies where assistance is requested by the Borrower. Mutual Aid is intended to be for a specific incident and not more than twelve (12) hours unless the Parties mutually agree to extend the Mutual Aid and Automatic Response.
- J. "Operational Period" means the time determined by the Incident Commander as necessary to accomplish the operational objectives assigned to personnel and equipment within safe work/rest standards set for the fire service. The initial Operational Period is event driven and unless agreed to by the Parties will not exceed twelve (12) hours.

### Article III – TERMS AND TERMINATION

Any Party may terminate its participation in this Agreement at any time by giving 30 days' notice of its intention to do so to all other Parties. Such notice must be given to the governing body with a copy to the chief of the district or the fire agency, and will become effective upon receipt.

Any terminating Party remains liable for all obligations incurred during its period of participation.

### Article IV – PARTICIPATION

Participation under this Agreement is voluntary and at the sole discretion of the Lender. No Party will be liable to another Party, or considered in breach or default of this Agreement, on account of any delay in or failure to provide Emergency Assistance under this Agreement, except to make payment as required by this Agreement. Fire Agencies agree to respond to Mutual Aid and

Automatic Response requests between their respective Fire Agencies under Mutual Aid and Automatic Response and move-up procedures developed and administered by Columbia County Fire Defense District Chiefs in conformance with local emergency plans and the Oregon Mobilization Plan. Each Party agrees to furnish to a Borrower such assistance as the Borrower deems reasonable and necessary to successfully abate an Emergency; provided, however, the Lender has sole discretion to refuse such request, or withdraw from a request.

#### Article V – THE NATIONAL INCIDENT MANAGEMENT SYSTEM

Fire Agencies agree to formally adopt and implement the standards, procedures and protocols established within the National Incident Management System as best practice during all emergency operations.

#### Article VI – TYPE OF EQUIPMENT AND PERSONNEL

Subject to the limitations of Article IV, the Lenders agree to provide Emergency Assistance to the Borrowers with the kinds and types of equipment requested, including staffing according to rules and procedures under the Oregon Fire Service Mobilization Plan. Changes to the kinds and types of equipment or personnel will be mutually agreed upon prior to the response. For Mutual Aid and Automatic Response assistance and also subject to the limitations in Article IV, Fire Agencies agree that the Lender will provide to the Borrower personnel and equipment that is normally staffed and assigned to Emergencies and is in general conformance with the Oregon Fire Service Mobilization Plan.

#### Article VII - SUPERVISION

The Borrower has incident command responsibility for the Emergency incident and will establish overall supervision of the Emergency response personnel and equipment during the Emergency. However, until officers from the Borrower arrive at the incident, the commanding officer of the Lender arriving first will assume incident command until relieved. The Lender may refuse to commit equipment and personnel when, in its sole judgment, doing so would present unreasonable risk or danger of injury or harm to the Lender employees, volunteers, equipment, or any third party.

### Article VIII – MUTUAL AID

Requests for Mutual Aid must be addressed to the persons designated by Fire Agencies and will be provided under the terms of this Agreement.

- A. Mutual Aid will be for immediate, short duration assistance. The Borrower must release responding units as soon as assistance is no longer required.
- B. Fire Defense Chief's may assume responsibility for coordination of Mutual Aid and move-up procedures developed by the Fire Defense Board.

### Article IX – AUTOMATIC RESPONSE

Automatic Response is desirable between two jurisdictions in certain areas encompassing both jurisdictions or to fill the response assignment.

- A. Automatic Response will be for immediate, short duration assistance. The Borrower must release responding units as soon as assistance is no longer required.
- B. Automatic Response for assigning apparatus and equipment will be predetermined and agreed upon by effected fire agencies prior to programming into Computer Assisted Dispatch.
- C. The automatic response shall be dispatched promptly and that first response by the jurisdiction requesting assistance shall not be a prerequisite to the request for or dispatch of assistance

### Article X – EMERGENCY ASSISTANCE

If an Emergency exceeds available Mutual Aid and Automatic Response and impacts a Fire Agency to the extent that preservation of life and property require the activation of either federal or Oregon emergency laws, this Agreement remains in effect unless it conflicts with federal or Oregon laws.

- A. **EMERGENCY ASSISTANCE SERVICES**  
Emergency Assistance services may include, but are not limited to, incident management, firefighting, search and rescue, emergency medical services, debris removal and media relations.

**B. COMPENSATION**

The provision of personnel and equipment beyond the initial Operational Period is subject to compensation for the entire period of use as the Lender and Borrower may agree. The costs associated with borrowed personnel and equipment is subject to the reimbursement process outlined in this Article.

**C. CONTRACT LABOR STATUS**

Lender equipment and personnel is provided as an independent contractor of Borrower in the performance of Emergency Assistance. While performing Emergency Assistance, Lender employees will not be deemed employees of Borrower for any purpose. Wages, hours, and other terms and conditions of employment of Lender remain applicable to all of its employees who perform Emergency Assistance. Lender is solely responsible for payment of its employees' wages, payroll taxes and any benefits or other compensation. Borrower is not responsible for paying any wages, benefits, taxes, or other compensation to Lender's employees.

**D. COST RECOVERY**

Any cost recovery action brought by a Lender under this Agreement is between the Lender Party and the Borrower. Actions against third parties will be coordinated by the Borrower and will be governed by any applicable agreements, understandings, or policies between the Borrower and third party. Lenders must provide complete documentation of all reimbursable costs consistent with this Agreement. Cost recovery between a Lender and the Borrower must be consistent with the policies and guidelines established in the Oregon Fire Service Mobilization Plan.

**E. PAYMENT FOR SERVICES AND ASSISTANCE**

To the extent budgeted funds are available; payment shall be made within 60 days. Otherwise, payment will be made as soon as funds are available, but in no event later than six months. Extension for payments may be agreed to by the parties.

**F. RECORD KEEPING**

Time sheets or daily logs (unit logs or ICS form 214) showing hours worked and equipment and materials used or provided by the Lender will be recorded on a shift by shift basis by the Lender and will be provided to the Borrower as needed. If no personnel are loaned, the Lender will provide shipping records for materials and equipment, and the Borrower will provide any required documentation of use of material and equipment for state or federal reimbursement. Under all circumstances, the Borrower remains responsible for ensuring that the amount and quality of all documentation is adequate for disaster reimbursement.



## Article XI - COMPLIANCE WITH GOVERNMENT REGULATIONS

Fire Agencies will comply with federal, state and local laws, codes, regulations, and ordinances applicable to the work performed under this Agreement. Fire Agencies recognize and agree that ORS Chapters 190, 401, 476, 477 and 478 extend the powers and authorities of Fire Agencies beyond their jurisdictions when operating under this Agreement.

## Article XII – INDEMNIFICATION AND LIMITATION OF LIABILITY

### A. INDEMNIFICATION

Borrower shall indemnify and hold harmless Lenders for any actions, errors or omissions of Borrower and its directors, officers, employees, and agents in connection with the performance or nonperformance by Borrower of its duties pursuant to this Agreement. Likewise, Lenders shall indemnify and hold harmless Borrowers for any acts, errors or omissions of Lender and its directors, officers, employees and agents in connection with the performance or nonperformance by Lender of its duties pursuant to this Agreement. The foregoing indemnity obligations shall include all claims, demands, judgments, and/or reasonable attorney fees and costs incurred by the indemnified party, and shall survive the termination of this Agreement. If Borrower is a public body, the liability of the public body under this provision shall not exceed in the aggregate the amounts in the Oregon Tort Claims Act, ORS 30.270

### B. ACTIVITIES IN BAD FAITH OR BEYOND SCOPE

The Borrower is not required to indemnify, hold harmless or defend a Lender from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from Lender's willful misconduct or gross negligence.

### C. LIABILITY FOR PARTICIPATION

In the event of any liability, claim, demand, action or proceeding, of whatever kind or nature arising from Mutual Aid, Automatic Response or Emergency Assistance under this Agreement, the Borrower agrees to indemnify, hold harmless, and defend, to the fullest extent of the law, each Party to this Agreement, whose only involvement in the transaction or occurrence which is the subject of such claim, action, demand, or other proceeding, is the execution and approval of this Agreement.

### D. DELAY/FAILURE TO RESPOND

No Party is liable to another Party, or is considered in breach or default under this Agreement, for any delay or failure to perform any obligation

under this Agreement, except to make payment as specified in this Agreement.

E. LITIGATION PROCEDURES

Each Party seeking to be released, indemnified, held harmless or defended under this Article for any claim shall promptly notify the Borrower of such claim, and shall not settle such claim without prior consent of Borrower, which consent shall not be unreasonably withheld. Such Party has the right to participate in the defense of the claim to the extent of its own interest. The Lender shall cooperate and participate in legal proceedings if so requested by the Borrower.

Article XIII – GOVERNMENTAL AUTHORITY

This Agreement is subject to laws, rules, regulations, orders, and other requirements, now or as amended, of all governmental authorities having jurisdiction over the Emergencies covered by this Agreement.

Article XIV – WORKERS' COMPENSATION AND EMPLOYEE CLAIMS

Lender employees, officers or agents remain employees of Lender while engaged in carrying out duties, functions or activities under this Agreement. Each Party remains responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers' compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Each Party must provide worker's compensation in compliance with Oregon statutory requirements. Fire Agencies recognize that although overall incident command supervision will usually be provided by the Borrower, supervision of individual employees will be provided by their regular supervisors. The intent of this provision is to prevent the creation of "special employer" relationships under Oregon worker compensation law.

Article XV – NO DEDICATION OF FACILITIES

No undertaking by a Party to another Party under this Agreement will constitute a dedication of the assets of such Party, or any portion thereof, to the public or to the other Party. This Agreement does not give a Party any right of ownership, possession, use or control of the assets of any other Party.

#### Article XVI –RELATIONSHIP OF THE PARTIES

This Agreement does not create an association, joint venture or partnership among Fire Agencies or impose any partnership obligation or liability upon any Party. No Party has any undertaking for or on behalf of, or to act or be an agent or representative of, or to otherwise bind any other Party.

Unless expressly authorized by Borrower, a Lender and its officers, employees and agents are not authorized to make any representation, enter into any agreement, waive and right, or incur any obligation in the name of, or on behalf of, or as agent for, Borrower.

#### Article XVI I– NO THIRD PARTY BENEFICIARY

This Agreement does not create any rights in or duties to any third party, nor any liability to or standard of care in reference to any third party. This Agreement does not confer any right or remedy upon any person other than Fire Agencies. This Agreement does not release or discharge any obligation or liability of any third party to any Party.

#### Article XVIII – ENTIRE AGREEMENT/REPEAL OF OTHER AGREEMENTS

This Agreement constitutes the entire agreement, though prior agreements of Fire Agencies may take precedence over certain provisions of this Agreement.

This Agreement does NOT supersede or repeal any Automatic Response agreements or pre-programmed first response agreements, hazardous materials response agreements with the State of Oregon, Mutual Aid and Automatic Response hazardous materials agreements with other State Response Teams, equipment sharing agreements, such as Nuclear, Biological and Chemical agreements with the City of Portland, or emergency planning agreements, such as the Office of Consolidated Emergency Management Cooperative Assistance Agreement, the Oregon Urban Search and Rescue Task Force Mutual Aid and Automatic Response Agreement, or agreements with ODF for provision of services beyond the first twelve (12) hours of an incident. To the extent appropriate, Fire Agencies to this Agreement will respond first under the above agreements. Emergency Assistance provided under the Oregon Emergency Conflagration Act, state and national forest fire defense plans, civil defense plans, and disaster preparedness plans are not governed by this Agreement.

#### Article XIX – SUCCESSORS AND ASSIGNS

This Agreement is not transferable or assignable, in whole or in part, and any Party may terminate its participation in this Agreement subject to Article III.

#### Article XX – GOVERNING LAW

This Agreement is interpreted, construed, and enforced in accordance with the laws of the State of Oregon.

#### Article XXI – VENUE

Any action which may rise out of this Agreement must be brought forth in the county where the Emergency occurred.

#### Article XXII – WAIVER OF RIGHTS

Any waiver at any time by any Party of its rights with respect to a breach or default under this Agreement, or with respect to any other matter arising in connection with this Agreement, does not constitute and will not be deemed a waiver with respect to any subsequent breach or default or other matter arising in connection with this Agreement. Any delay in asserting or enforcing any right, except those related to the statutes of limitations, will not constitute a waiver.

Each Party waives all claims against all other Parties for compensation for any loss, damage, personal injury, or death occurring to personnel or equipment as a consequence of its performance under this Agreement.

#### Article XXIII – SEVERABILITY

If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected. The rights and obligations of Fire Agencies will be construed and enforced as if the Agreement did not contain the invalid particular provision.

#### Article XXIV – NOTICES

Any notice, demand, information, report, or item required, authorized, or provided for in this Agreement must be given in writing and will be deemed properly given if (i) delivered personally, (ii) transmitted and received by telephone facsimile device and receipt confirmed by telephone, (iii) transmitted

by email and confirmed by telephone or (iv) sent by United States Mail, postage prepaid, to the designated representative having authority for the Party concerned.

IN WITNESS WHEREOF, each Party has caused this Agreement for Mutual Aid, Automatic Response and Emergency Assistance to be executed by a duly authorized agent as of the date of their signatures. All signatures will be executed in counterparts, using the form appearing on this page, or another execution page substantially in that form.

**Columbia County Fire Agencies**

**Clatskanie Rural Fire Protection District:**


  
Authorized Representative

3-10-10  
Date

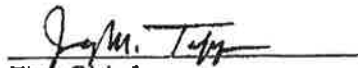
Stewart E. Shavek  
Fire Chief

3-10-10  
Date

**Columbia River Fire and Rescue:**

  
Authorized Representative

2-9-2010  
Date

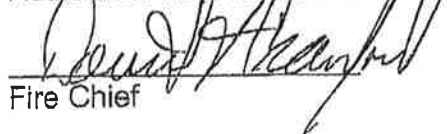
  
Fire Chief

2-09-2010  
Date

**Mist-Birkenfeld Rural Fire Protection District:**

  
Authorized Representative

20 Apr 10  
Date

  
Fire Chief

04/20/  
Date

**Oregon Department of Forestry – Columbia Unit**

Michael J. Stinch  
Unit Forester

2/8/10  
Date

**Scappoose Rural Fire District:**

David P. Lorenson  
Authorized Representative

Feb. 23, 2010  
Date

Craig  
Fire Chief

FEB 23 2010  
Date

**Vernonia Rural Fire Protection District:**

Steve Wells  
Authorized Representative

MAY 11, 2010  
Date

Earl Dean Smith  
Fire Chief

May 11, 2010  
Date

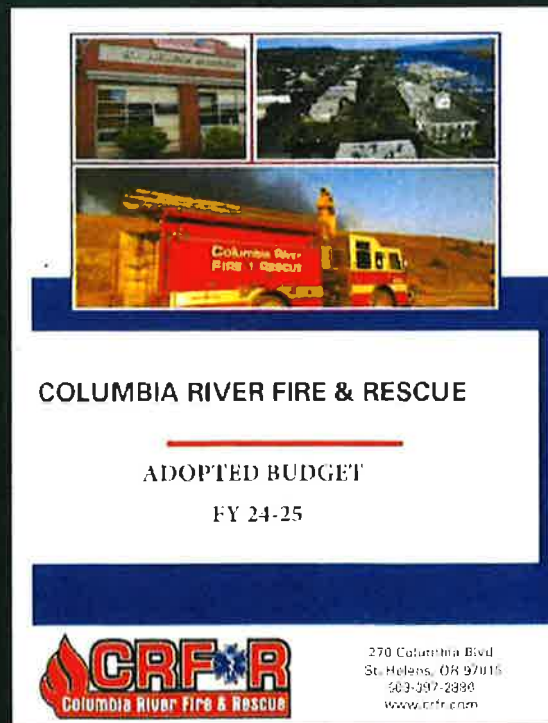
# Section 9

## Operating Budget

Our fiscal budget is designed to provide stability for staffing and new equipment without relying on levies. This means that we carefully allocate funds to ensure that we have enough resources to maintain our current staff levels and invest in necessary equipment upgrades. By prioritizing stability in our budget planning, we can avoid the need for additional levies to cover staffing costs. This approach helps us maintain a balanced budget and ensures that we can continue to support our staff and provide the resources they need to succeed.

CRFR is constantly growing and exploring options to meet the needs of the community.

- Statement of past ambulance service
- Budget attached







## Columbia River Fire & Rescue

### EMS Division Chief Office

270 Columbia Blvd \* St Helens, Oregon \* 97051  
Phone (503)-397-2990 \* [www.crrf.com](http://www.crrf.com) \* FAX (503)-397-3198

RE: Ambulance Service Area Franchise Proposal 2024 / RFP #S-C00055-00010854

**Statement of past ambulance services (COLUMBIA COUNTY AMBULANCE SERVICE ORDINANCE, section 9. 3g.)**

To: Whom it may concern,

Columbia River Fire and Rescue has provided uninterrupted ambulance service to ASA 3 and 4 since 2001. Before 2001 St. Helens Fire District provided ambulance service to ASA 3 and Rainier Fire District provided ambulance service to ASA 4 since the 1970s. Columbia River Fire and Rescue has a long-standing history of service to ASA 3 and 4 and looks forward to providing many more years of ambulance service.

A handwritten signature in black ink, appearing to read 'J. Cole', is written over the printed name and title.

Jerry Cole  
Division Chief



# COLUMBIA RIVER FIRE & RESCUE

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## ADOPTED BUDGET

FY 24-25



270 Columbia Blvd  
St. Helens, OR 97015  
503-397-2880  
[www.crfr.com](http://www.crfr.com)



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FY 2024-25 Approved Budget Document



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# Columbia River Fire and Rescue

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## INTRODUCTION & DISTRICT OVERVIEW

Fiscal Year 2024-25

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**Introduction of Members**

2024-25 Budget

**BOARD OF DIRECTORS**

As of May 2024

	Term Expires
Ryan Welby, Vice President	6/30/2024
Austin Zimbrick, Director	6/30/2025
Richard Fletcher, Secretary/Treasurer	6/30/2025
Paul Rice, Director	6/30/2024
Mark Gundersen, Director	6/30/2024

**BUDGET COMMITTEE**

As of May 2024

*Members consist of the Board of Directors and five (5) citizen members with 3-year terms*

	Term Expires
Mark Chism	6/30/2024
Ricky Linares	6/30/2024
Kate Linares	6/30/2025
Daniel Garrison	6/30/2026
Melissa Dueck	6/30/2026

**DISTRICT EXECUTIVE STAFF**

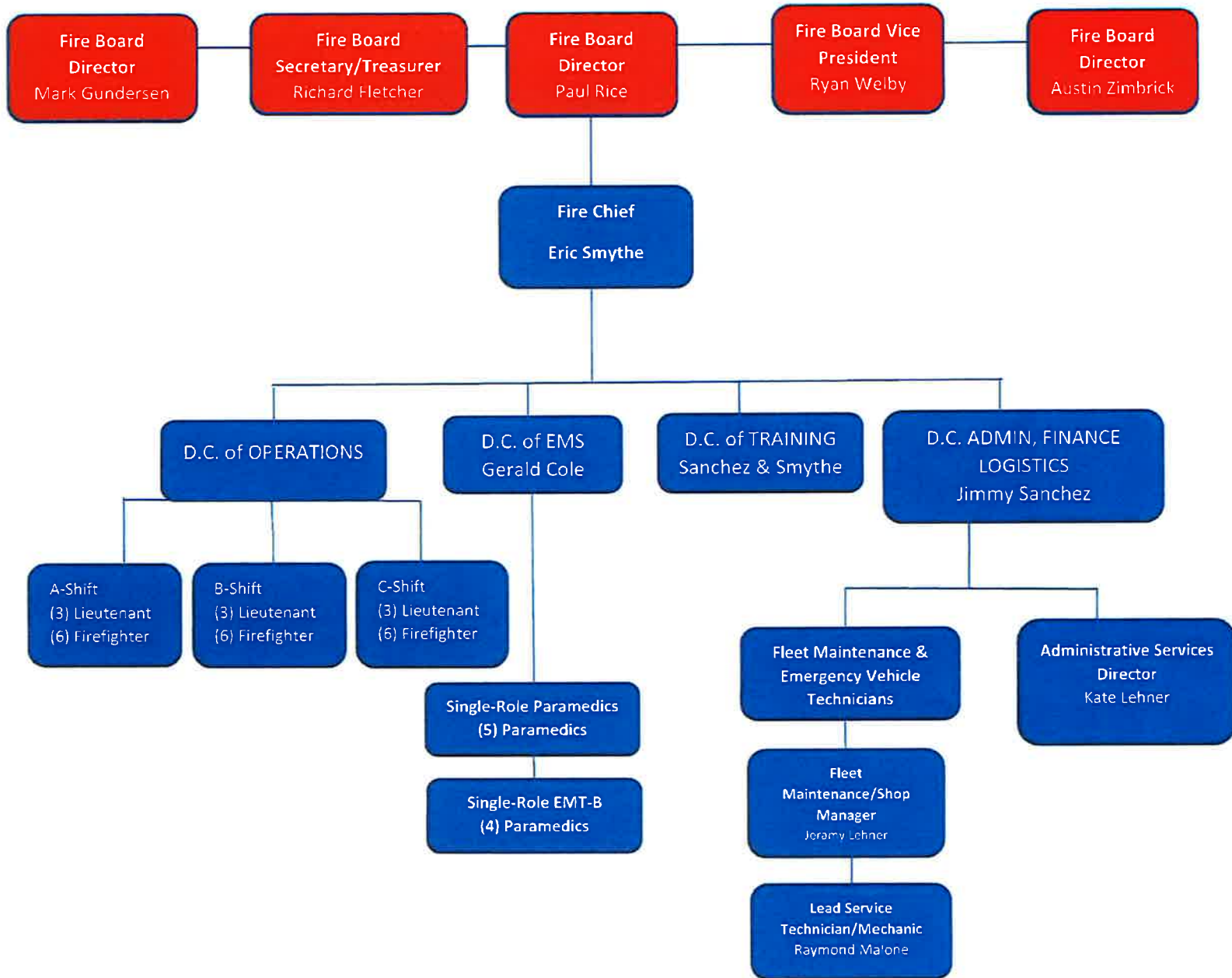
As of May 2024

**Eric Smythe, Fire Chief**

**Jimmy Sanchez, Division Chief of Admin, Finance, & Logistics**

**Gerald Cole, Division Chief of EMS**

# CRFR Organization Chart





## A MESSAGE FROM THE CHIEF

**12 June 2024**

To Board of Directors, Budget Committee Members, Staff, and Residents of the Fire District,

We are pleased to present for your consideration and review the Fiscal Year 2024-25 budget for Columbia River Fire and Rescue, a rural fire protection district in Columbia County (herein referred to as the District).

This budget was developed in collaboration with members of IAFF Local 3215, Administrative Staff, and I over several months. The budget presented includes the priorities of adequate staffing, response models, and resources necessary to accomplish the mission(s) of emergency response, fire prevention, medical treatment/transport, and fire suppression. We, as a team, recognize the importance of mutual support and design, which are necessary to effectively develop a balanced budget to meet the needs of the district.

In the spirit of cooperation, the budget was built upon the goals, expectations, strategies, and organizational requirements necessary to align with the needs of our communities, whose protection has been entrusted to all of us.

We recognize the need to invest in our personnel, infrastructure, equipment, and programs to combat wildland fires, provide structural fire protection, and deliver emergency medical services within and beyond our Fire District.

The safety of our personnel, residents, and visitors in Columbia County is our top priority as a Fire District. We are committed to supporting growth, fostering innovation, and leveraging the latest technologies to meet the long-term strategic goals, vision, and mission that our citizens expect from us.

### A Year in Review 2023-24

To put it bluntly, fiscal year 2023-24 has been one for the record books. The District witnessed dramatic changes at the Administrative level of the organization, which have shaped the Fire District for years to come. Several career firefighters departed the district through retirement or opportunities with other fire districts throughout the Pacific Northwest. These departures created a vacuum at our line firefighter level that needed to be corrected to meet the demands of service placed upon the District.

These changes in our staffing required a rapid correction to our deployment and response models that have been in place for several decades. The previous way we conducted business would and could not meet the responses we were receiving for emergency incidents; we had to find solutions to challenges in a very short period of time.

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In the history of the Fire District, rapid changes were often met with fear, apprehension, and adversarial behavior. This often led to inaction or a lack of forward progress. The challenges presented in FY 2023-24 required immediate action, not only on the part of the Administrative Staff but also of the Board of Directors and the Labor group represented by IAFF Local 3215.

These challenge(s) were the catalyst for a change of direction, to find a path forward that meets the needs of our constituents and balances the organization's financial future. The plan—or should I say multiple plans—was born from many hours, days, and weeks working with our Labor Group IAFF 3215 to answer the question of “what is the best response model for Columbia River Fire and Rescue now in the 21st century?” What did we do?

For over 20 years, Columbia River Fire and Rescue has met the demands for service based upon a staffing model of 36 Firefighter/paramedics that cross-staff either a fire apparatus or ambulance based upon the incident. That model worked when our emergency response numbers were in the few thousand, but it does not work for our current response of over 6,500. In the last 10 years, CRFR has seen the demand for service double, while neighboring fire districts saw a more modest 10-15% increase during the same period.

The District, working closely with IAFF Local 3215, devised a new direction. This direction allows for all hazard fire personnel to remain available for fires, traffic accidents, and hazardous materials incidents while maintaining a ready state of EMS personnel for medical response. This budget was designed with this change in our response model(s), allowing our staff to meet all responses while maintaining a ready response in the District with greater frequency. This model also increases our available transport units

Our new response model and fiscal budget emphasize the need for EMT/Paramedic staffed ambulances responding to medical calls during our peak call times, allowing all hazard personnel the ability to assist and remain available for fires, traffic accidents.

The future of Columbia River Fire and Rescue is promising, and it cannot be overstated. As the largest fire district in Columbia County, responding to 65% of all emergencies in the County requires attention to detail, fiscal responsibility, and placing the needs of our citizens first and foremost when determining budget priorities. We are an all-hazard emergency response agency that has met and will continue to meet the alarm when it sounds, with teamwork and dedication to serving our communities.

Respectfully submitted,



Eric Smythe

Fire Chief

Columbia River Fire & Rescue



## History of the District

2024-25 Budget

- 1945—St. Helens Rural Fire District created
- 1947—Rainier Rural Fire District created (100+ square miles)
- 1967—St. Helens City fire and St. Helens Rural Fire combine into one District
- 1970's—PGE begins building and operating Trojan Nuclear Power plant outside Rainier
- 1979—Columbia 911 District is formed
- 1980—Ambulance service is added to St. Helens Rural Fire District
- 1996—Joint Maintenance facility is built in cooperation with the City of St. Helens
- 1997—St. Helens Rural Fire administrative offices move to 270 Columbia Blvd
- 1999—Rainier Rural Fire & St. Helens Rural Fire enter into an Intergovernmental Agreement
- 2001—PGE closes Trojan Nuclear Power plant
- 2002—Rainier Rural Fire & St. Helens Rural Fire merge and become Columbia River Fire & Rescue
- 2005—Strategic Plan for Columbia River Fire & Rescue is adopted and includes directives to hire additional firefighters, a Fire Inspector, a Community Liaison Specialist and enhance firefighter training
- 2006—Planning for LBTC begins; financing secured
- 2008—LBTC is completed and opened. Lehman Brothers files for bankruptcy and the housing market falls. Boise Cascade closes St. Helens Veneer plant
- 2009—Boise Cascade lays off 300 workers and reduces production by 2/3. CRFR Finance Committee explores revenue and cost savings ideas. FY 2009-10 the District eliminates all capital expenses; freezes pay for non-represented employees, represented employees delay COLA; changes health insurance plans; eliminates Admin Receptionist; reduces Materials & Services and Contractual Services expenses and does not fill 1.0 FTE firefighter following retirement. Reductions: \$1,042,478
- 2010—Strategic Plan (#2) for Columbia River Fire & Rescue is adopted and includes directives to focus on financial stability and planning, succession planning and building partnerships/community relationships. FY 2010-11, the District eliminates 1.0 FTE Chief Officer; 1.0 FTE Community Liaison Specialist; 1.0 Fire Inspector; incentivizes firefighter retirements and does not fill 2.0 positions and does not increase Materials & Services and Contractual Services expenses. Reductions: \$700,901
- 2012—Boise Cascade closes all operations in St. Helens. District is successful in obtaining two SAFER grants for hiring firefighters and recruiting volunteers totaling \$1.3 million. FY 2011-12, COLA is 0% for all staff and no increases made to other expenses. Budget increases \$32,001.
- 2013—Finance and Sustainability Committees recommend to the Board of Directors to pursue a Capital Bond levy for equipment and property improvements as early as May 2014. District implements formal Joint Duty Officer Agreement with Scappoose Rural Fire. FY 2012-13, the District eliminates 1.0 FTE Chief Officer; COLA is 0% for all staff and adds SAFER funded positions.
- 2014—Strategic Plan (#3) is adopted and includes directives to seek a Capital Bond levy for equipment and property improvements, succession planning, staffing and volunteers. Two capital bond levy attempts are unsuccessful. AFG grant application unsuccessful. Apparatus Replacement Committee explores cost effective way to re-engine/re-furbish existing ambulances. SAFER funding for firefighting positions expires.
- 2015—SAFER funding to rehire firefighting positions is unsuccessful.
- 2016—Columbia River Fire & Rescue and Scappoose Rural Fire Protection District enter into an IGA to share Chief Officer services with the goal of working more cohesively and cooperatively together.
- 2017—Community Paramedic and EMS-Only staffing are hired in an effort to meet EMS demands within the District.
- 2018—AFG funding approved for hose and firefighting tools
- 2019—SAFER funding approved for Volunteer Recruitment & Retention; AFG funding approved for physical fitness equipment. Dyno Nobel settlement replaces turnouts and SCBAs.
- 2020—Columbia River and Scappoose Rural terminate IGA for shared services; SAFER funding approved for Volunteer Recruitment & Retention activities; COVID-19 worldwide pandemic.

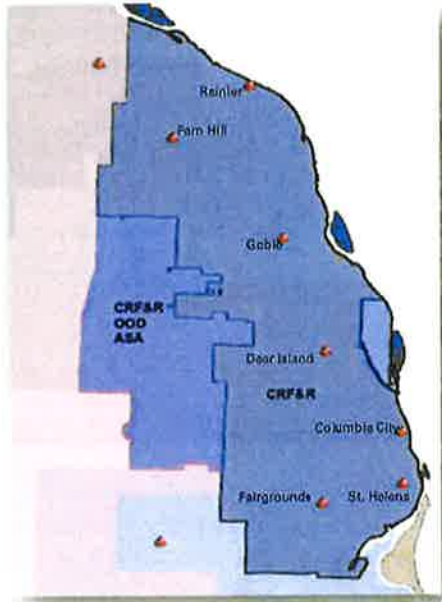
# Community Demographics

2024-25 Budget

Columbia River Fire & Rescue covers over 185 square miles of Columbia County, located in the Northwest part of the state of Oregon along the Columbia River.

### Estimated Population and Demographics (2021)

City of Rainier - population 1,905 | 4.95mi<sup>2</sup> | founded 1885  
 City of Prescott - population 80 | .06mi<sup>2</sup> | founded 1947  
 City of Columbia City - population 1,957 | 1.158mi<sup>2</sup> | founded 1926  
 City of St. Helens - population 14,095 | 5.95mi<sup>2</sup> | founded 1889  
 Columbia County - population 53,074  
 Source: US Census Bureau



### District Service Area & Station Locations:

- Rainier
- Fern Hill
- Goble
- Deer Island
- Columbia City
- St. Helens
- Fairgrounds

### School District Student Enrollment- 2022

Rainier School District #13 – 794  
 St. Helens School District #502 – 2,775  
 Source: Oregon Department of Education



# Columbia River Fire and Rescue

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## MISSION & GOALS

Fiscal Year 2024-25

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## **Mission, Vision and Values Statements**

2024-25 Budget

### ***MISSION STATEMENT***

Columbia River Fire & Rescue protects and improves the quality of our citizens' lives by providing life safety and emergency services in their time of need. We dedicate ourselves to preventing harm to people and property by community involvement and education in all areas of fire prevention and emergency preparedness. We respond to all calls for service in a competent and friendly manner with the goal of minimizing losses and aiding in the restoration of lives. We find solutions to community concerns and problems by doing the right thing, the right way, at the right time.

### ***VISION STATEMENT***

Our vision for Columbia River Fire & Rescue is to be recognized as a model of excellence in fire protection, medical, and other community services. We will provide proactive leadership by anticipating the needs of our communities as they grow and change. We will continuously improve our services through promotion of technology and innovation in all areas of our profession. We will foster a climate of trust through involvement, creativity, and accountability in all that we do. We will create a culture of professionalism that provides our valued members with the skills and tools for effective delivery of top-notch emergency services.

### ***STATEMENT OF VALUES***

**Loyalty and Membership** – We greatly value member loyalty to the mission and goals of the Fire District and its service to the public we are sworn to protect. Membership in this organization is viewed as both a privilege and a sacred trust, with great responsibility attached.

**Customer Service and Trust** – Service to our citizens is a value we place only above safety in our hierarchy of responsibilities. Citizen trust is gained through the consistent delivery of the highest levels of customer service on a day-to-day basis.

**Respect** – We deeply value respect for all people, whether they be employees, volunteers, family members, community partners, or citizens we serve. This same level of respect is expected to be displayed by our members to each other in the discharge of their District duties.

**Developing personnel who are competent, well trained** – We firmly believe that investing in our valued members is paramount to success in all areas of our profession. It is this commitment to keeping our workforce trained to the highest standards that allow us to provide safe, effective delivery of service to our citizens.

**Professional excellence** – We strive to provide an environment for all of our members to attain the highest levels of excellence in their chosen profession. We do this by providing a safe workplace with responsible and highly trained members who support teamwork, camaraderie and professionalism.

## **Mission, Vision and Values Statements**

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2024-25 Budget

**Teamwork** – The very nature of our profession demands that we work together as a smoothly functioning, cohesive unit. All CRFR members pledge to provide the leadership and organization that encourages the highest levels of teamwork and cooperation.

**Recognize and respect differences-** The Fire District prides itself in its tradition of respect for all people, whether they are members of the organization, strategic partners, or citizens we serve. We will respect the diverse backgrounds and values these individuals possess, and we further pledge to continue this level of excellence in all District operations in the execution of our duties.

***“Serving our Communities with Dedication”***

**Department Fiscal and Budgetary Goals FY 2024-25**

2024-25 Budget

The primary financial goal continues to be creating and maintaining a healthy level of Unappropriated Ending Fund Balance (UEFB) and promoting financial sustainability.

***“The purpose of an unappropriated ending fund balance is to provide the local government with a cash or working capital balance with which to begin the fiscal year following the one for which this budget is being prepared.” (ORS 294.371 and OAR 150-294.398)***

It is financially critical that Columbia River Fire and Rescue maintains a UEFB of \$3M to carry forward as beginning fund balance for the next fiscal year. Beginning fund balance must be sufficient to pay for District operations until property tax levied for the fiscal year is paid to the District in November. Last year, the District’s goal was a minimum allotment of five hundred thousand dollars (\$500,000), with the understanding that a line of credit would be available to fund the shortfall. When the line of credit was canceled, the District had to make significant cuts to ensure they did not run out of money.

Staffing has been restructured and the budget presented is structurally balanced, meaning operating revenues are not less than operating costs and the District is not using one-time revenues to pay for ongoing costs. This is key to ensuring the ongoing financial health of the organization.

***“Do not include an unappropriated ending fund balance in the resolution or ordinance making appropriations. No expenditures can be made from an unappropriated ending fund balance during the year in which it is budgeted. The only exception to this is in an emergency situation arising during the year by involuntary conversion (theft, vandalism, accident, etc.), civil disturbance or natural disaster. If such an emergency occurs and the revenue in the unappropriated ending fund balance is needed to replace the damaged property, it may be appropriated with a resolution or ordinance or through a supplemental budget after that event occurs.” (ORS 294.481)***

The District has no plans to touch the UEFB during FY 2024-25 through the process described in the preceding paragraph. Instead, the goal is to continue to build the UEFB each year, proportionally to growth in revenues and expenditures, to ensure future budgets remain structurally balanced.

# Columbia River Fire and Rescue

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## FINANCIAL OVERVIEW

Fiscal Year 2024-25

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 ADMINISTRATION OFFICES
 

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270 Columbia Blvd ★ St Helens, Oregon ★ 97051

Phone (503)-397-2990 ★ [www.crrf.com](http://www.crrf.com) ★ FAX (503)-397-3198

## BUDGET MESSAGE

**June 12, 2024**

Budget Committee Members and Residents  
Columbia River Fire & Rescue

**Dear Budget Committee Members and Residents:**

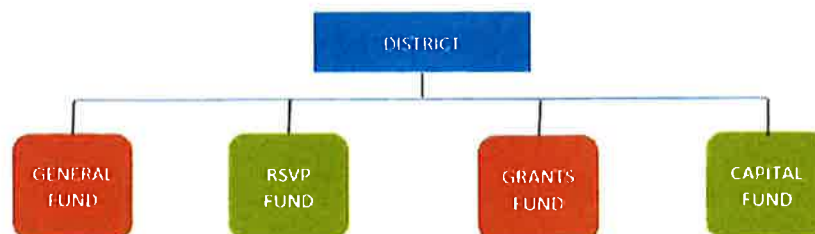
***Introduction***

In compliance with the State of Oregon Local Budget Law, Columbia River Fire & Rescue has prepared the total proposed budget of \$14,474,600 for the fiscal year 2024-25, beginning July 1, 2024, and ending June 30, 2025, and has been submitted for your approval. As prepared and submitted, the annual budget is intended to serve as a:

- **Financial plan** for the upcoming fiscal year, it is necessary to provide a clear outline of expected expenses and proposed methods of financing.
- **Operational plan** for allocating and utilizing personnel, materials, services, and other resources will be executed according to this budget for the fiscal year.
- **Strategies guide** for program and department goals and objectives for the fiscal year.

***Budgetary Accounting Basis***

The funds are budgeted using the modified accrual basis of accounting, following standard budgetary practices. The fund organizes the District's accounts; each is considered a distinct budgetary and accounting unit.





**General Fund**

This includes the general operation of the district, organized into the following departments: Administration, fire operations, training, EMS, fire prevention, and fleet/facility maintenance, which are further delineated in the budget being presented.

**RSVP Fund**

This program was ended due to the administrative burden and the subsidizing from the General Fund that the District could not afford. In fiscal year 2024-25, it is planned to officially close the RSVP fund. It will continue to be presented because Oregon budget Law requires listing an old fund even if it is no longer active. The detail sheets must show each fund's actual expenditures and resources for the two preceding fiscal years (ORS 294.358, renumbered from 294.376).

**Grant Fund**

This fund will reflect the estimated reimbursement and additional funds Columbia River Fire and Rescue expects to receive from the following grant:

- FY 2021 (AFG): EMW-2021-FG-09824 (Concludes: 09-12-2024).

**Capital Fund**

The capital fund budget has been created to save for the District's capital purchases. Our fleet of vehicles is getting old, and it's becoming difficult to find parts and services for them. Even though our fleet maintenance department does a fantastic job with the necessary repairs, it's getting harder to keep our vehicles from the 1980's and ambulances with over 200,000 miles running. Therefore, CRFR has budgeted for the replacement of two ambulances, as reflected in the Capital Outlay budget.

**Inactive Funds**

The following funds were included as required by Oregon budget Law to list an old fund even if it is no longer in use. The detail sheets must show the actual expenditures and resources for the two preceding fiscal years for each fund (ORS 294.358, renumbered from 294.376).

- Sick Leave/Retirement Fund
- Apparatus Fund
- TANS Fund
- FGP Fund
- Health Insurance Reserve Fund
- Maintenance Enterprise Fund

The budget is created using generally accepted accounting principles. Governmental funds are accounted for using the modified accrual basis of accounting. Revenue is recorded when measurable and available, while expenditures are recorded upon receiving goods or services. All fund assets and liabilities, current and non-current, are accounted for within their respective funds and have been adjusted to reflect a more transparent budget for the citizens we serve.

***Budget Process***

Based on strategic goals and financial models, CRFR's budgetary goals are communicated to the Division Chief of Administration, Finance, & Logistics & Division Chief of EMS. Managers then develop the budget while identifying key performance objectives for their department and program. Th

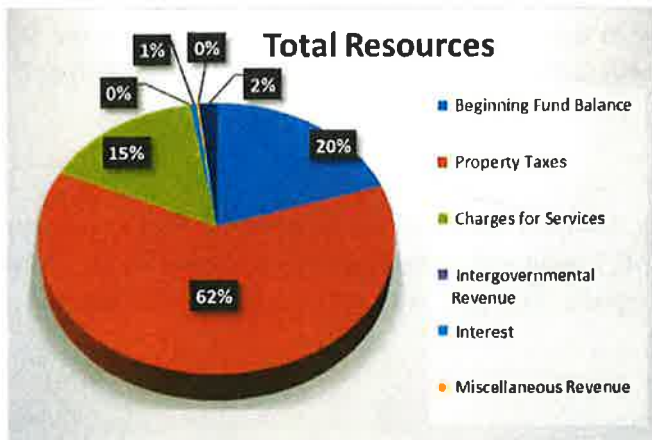
fire chief and executive staff provide guidance and outline the philosophy to achieve our objectives to serve our employees and citizens better. The current governing body creates a comprehensive budget for all funds that fall under state law's budgetary requirements. This includes the legal obligation for a balanced budget, ensuring that the total beginning fund balance, revenues, and other financing sources align with the total expenditures, other financing uses, contingency, and ending fund balance.

The budgeting process includes public input through various stages of preparation, public hearings, and approval of the original budget by the Budget Committee and the CRFR Board of Directors.

**Budget Summary**

The total proposed budget requirements for the fiscal year 2024-25 are \$14,474,600, an increase of 7% over the prior year's adopted budget of \$13,538,400. The following table is an All Funds summary comparing the previous year's adopted budget to the current year's proposed budget.

2024 Adopted	All Funds	2025 Proposed	Change from Prior Year	Change as %
1,460,000	Beginning Fund Balance	2,895,000	1,435,000	98%
8,830,000	Property Taxes	8,960,000	130,000	1%
2,193,000	Charges for Services	2,246,000	53,000	2%
265,000	Intergovernmental Revenue	15,000	(250,000)	-94%
80,000	Interest	80,000	-	0%
15,400	Miscellaneous Revenue	28,600	13,200	86%
700,000	Transfers from other Funds	250,000	(450,000)	100%
<b>13,543,400</b>	<b>Total Resources</b>	<b>14,474,600</b>	<b>931,200</b>	<b>7%</b>
9,601,430	Personnel Services	8,423,260	(1,178,170)	-12%
1,846,166	Materials and Services	2,059,620	213,454	12%
565,000	Capital Outlay	490,000	(75,000)	-13%
330,804	Debt Service	329,675	(1,129)	0%
700,000	Transfers	250,000	(450,000)	-64%
-	Contingency	500,000	500,000	100%
500,000	Reserve/Ending Fund Balance	2,422,045	1,922,045	384%
<b>13,543,400</b>	<b>Total Requirements</b>	<b>14,474,600</b>	<b>931,200</b>	<b>7%</b>



**Total Resources and Significant Changes**

Total Resources equal **\$14,474,600**, the largest of which is Property Taxes.

**Beginning Fund Balance**

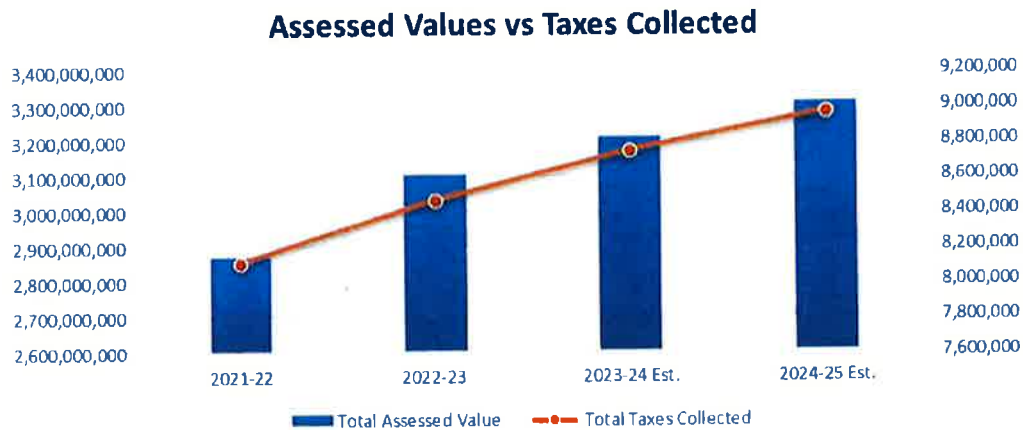
The District is forecasting a beginning fund balance of \$2,895,000 to cover expenses from July 1<sup>st</sup> until November when significant property tax revenues are received. The beginning fund balance is equal to the Ending fund balance at the end of the fiscal year. This is often explained as the dollars needed

to carry the District from July 1 through October, as property tax payments are minimal during these months. The beginning fund balance has increased significantly over the prior year, thanks to the sacrifices of the District’s management staff in the efforts to curb spending, put projects on hold, and reduce staffing through attrition.

**Property Taxes**

This budget, we are only forecasting a 1.0% increase in total property tax collections from the prior year's budget. This reduced percentage of increase is because current year collections are short of FY 2023-24 adopted budget projections, resulting in a lower base to project from. The County Assessor sent a letter on January 31, 2024, notifying the District that the County is withholding tax collections in anticipation of a tax refund for Cascade Tissue and other possible offsets. As of the end of March, the County had withheld \$96,129 from the District’s tax collections.

The District's permanent tax rate of \$2.9731/1,000 of assessed value is used to calculate general operating property taxes.



According to existing regulations, a property's assessed value is typically lower than its market value, which is determined by comparing it to similar properties. In addition, the District experiences compression in its collections with Urban Renewal Areas where the tax rolls have been frozen (i.e., no new growth in collections). When we factor in these things, the true collection rate for the District is approximately 92%. Therefore, we have budgeted collections of \$8,960,000 (rounded figure) for the proposed budget.

**Charges for Services**

Service charges are budgeted to increase by 2% over the prior budget. The District is continuing the Ground Emergency Medical Transport (GEMT) grant and partnering with Systems Design West (EMS Billing company) for accurate EMS billing reports. Our goal is to recover as much revenue as possible through these efforts.

**Intergovernmental Revenue**

Conflagration revenue is difficult to predict. After careful consideration, we have deemed it prudent to budget zero as there are no pending events for the District to collect on.

**Interest Income**

Local Government Investment Pool (LGIP) rates are still strong at approximately 5% and are expected to remain fairly stable over the next fiscal year, but there are possible rate cuts in the future. While the District's cash on hand varies, the District keeps its property tax revenue in LGIP and only transfers out the amount necessary each month to fund payroll and accounts payable, thus maximizing interest earnings.

**Miscellaneous**

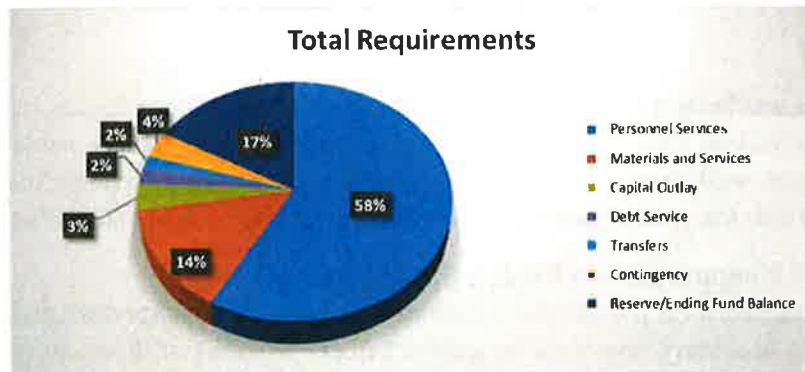
The proposed includes used equipment surplus sales. As is best practice, the equipment will be placed on GovDeals government auction in hopes of recovering the most for our aging and surplus equipment.

**Transfers from Other Funds**

This accounts for the inter-fund activities between the various Funds.

**Total Expenditures & Significant Changes**

Total Requirements equals **\$14,474,600**, and the largest of these is Personnel.



**Personnel Services**



The decision to remove the Fire Marshal, keep the Division Chief of Training position vacant until FY 25-26, and eliminate three battalion chief positions was made to balance the budget and ensure that CRFR's personnel service expenditures are below our annual tax revenues. In addition, a staffing model change has been implemented to include single-role paramedics and EMT-B personnel, which has led to a total of 27 full-time equivalent (FTE) firefighter personnel and 8 FTE single-role personnel beginning in FY 24-25. This change has allowed us to provide the best possible service to the community we serve within our budgetary constraints. We have also significantly reduced our administrative personnel from 16 FTE in FY 21-22 to 6 full-time administrative personnel today.

## Materials and Services

Materials and services costs have seen inflation in utilities and fuel; however, the District has held the reins firmly on unnecessary spending. This cautious approach must continue to ensure the district's long-term financial health. The proposed budget includes a 12% increase over the prior year, which can also be attributed to expected legal fees and higher insurance costs.

## Capital Outlay



The Capital Outlay budget totals \$490,000. It allows for funds to purchase two modestly priced ambulances, repair the mold damage in the LBTC, and purchase necessary equipment.

## Debt Service



Total budgeted debt service expenditures are \$329,675 to meet estimated principal and interest obligations associated with general obligation debt outstanding for the LBTC training center, fire engine lease-to-purchase contract, and Stryker power loaders on all our ambulances.

## Transfers to Other Funds

This accounts for the inter-fund activities between the various Funds.

## Contingency

The General Fund budget includes \$500,000 in Contingency. These dollars cannot be spent unless moved through Board Action via budget transfer or supplemental budget but are available to access in FY2024-25 should an urgent need arise. However, it would be prudent to avoid spending these dollars and instead carry them forward into the next budget cycle to continue the path of financial sustainability.

## Reserves and Unappropriated Ending Fund Balance (UEFB)

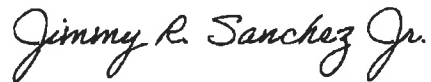


Our district is committed to responsible financial management and ensuring that CRFR has the necessary resources to operate effectively. Part of this is to maintain a healthy ending fund balance, which will roll forward to the following year as the beginning fund balance. The District took extreme measures to shore up ending fund balance throughout the year. The proposed ending fund balance of \$2.4M will allow us to avoid relying on a revolving line of credit or other credit sources that have been utilized for over a decade to cover operational costs. Ongoing monitoring is needed to ensure that the District does not deplete its fund balance again.

***Final Thoughts***

Our community and service areas can expect exceptional service in the upcoming fiscal year. We are committed to meeting our long-term performance goals and maintaining high standards. Despite inflation, challenges in enterprise zones within our district, and limited tax revenue, we remain optimistic about the opportunities that FY 2024-25 will bring. We have overcome staffing challenges and changed our staffing model to maintain emergency services for our community. While the administration is doing more with less, our priority is to provide professional and efficient emergency services in all types of hazardous situations. We want to express our gratitude to our administrative staff members who have worked tirelessly to get us to this point. Rest assured; we will continue to put in the same level of effort to manage the FY 24-25 budget effectively.

Sincerely,



Jim Sanchez

Division Chief of Finance & Logistics

# Property Tax Overview

2024-25 Budget

Permanent Tax Rate – \$2.9731/\$1,000 of assessed value

Reductions (due to compression):

\$0.2162 St. Helens Urban Renewal Agency

\$0.1742 Rainer Urban Renewal Agency

General Fund – Permanent Rate	
Estimated Assessed Valuation:	\$3,306,768,466
Tax Rate Levied:	\$2.9731/\$1,000
Estimated General Fund Total Levy:	\$9,225,972
Expected Collection Rate:	97.1%
Estimated Collections:	\$8,962,758

## Property Tax Levies and Collections

Fiscal Year	Total Assessed Value	Exempt	Net Assessed Value	Net AV * Permanent Rate	Compression & URA Impact	Total Taxes Imposed	Increase From the Prior Year	Total Taxes Collected	Collection Rate	Collection Rate with Adjustment
2021-22	2,871,511,924		2,871,511,924	8,537,292	(217,343)	8,319,949	4.0%	8,110,163	97.5%	95.0%
2022-23	3,104,000,421	17,919,712	3,086,080,709	9,175,227	(463,424)	8,711,803	4.7%	8,463,258	97.1%	92.2%
2023-24 Est.	3,210,454,821	11,931,310	3,198,523,511	9,509,530	(507,063)	9,002,467	3.3%	8,745,629	97.1%	92.0%
2024-25 Est.	3,306,768,466	15,000,000	3,291,768,466	9,786,757	(560,785)	9,225,972	2.5%	8,962,758	97.1%	91.6%

## Assessed Values vs Taxes Collected



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**Debt Service**

2024-25 Budget

For the Proposed Budget, all Debt Service payments are budgeted within Fund 00-General Fund.

**Bonded Debt**

In February 2016, the District refunded and refinanced the 2006 Full Faith & Credit Obligations that were originally issued to build the Lee Broadbent Training Center in the amount of \$2,375,000. The new obligations are on the same maturity schedule as the previous with a final payment date of January 1, 2037. The net present value of savings due to refinancing was an estimated \$422,544. The remaining debt service payments are as follows:

Budget Year	Payment Due	Principle Payment	Interest Payment	Annual Payment	Balance
					\$1,735,000
2024-25	7/1/2024		\$34,700	\$171,400	
	1/1/2025	\$105,000	\$34,700		\$1,630,000
2025-26	7/1/2025		\$32,600	\$172,300	
	1/1/2026	\$110,000	\$32,600		\$1,520,000
2026-27	7/1/2026		\$30,400	\$173,000	
	1/1/2027	\$110,000	\$30,400		\$1,410,000
2027-28	7/1/2027		\$28,200	\$168,600	
	1/1/2028	\$115,000	\$28,200		\$1,295,000
2028-29	7/1/2028		\$25,900	\$169,100	
	1/1/2029	\$125,000	\$25,900		\$1,170,000
2029-30	7/1/2029		\$23,400	\$174,300	
	1/1/2030	\$125,000	\$23,400		\$1,045,000
2030-31	7/1/2030		\$20,900	\$169,300	
	1/1/2031	\$130,000	\$20,900		\$915,000
2031-32	7/1/2031		\$18,300	\$169,200	
	1/1/2032	\$140,000	\$18,300		\$775,000
2032-33	7/1/2032		\$15,500	\$173,800	
	1/1/2033	\$140,000	\$15,500		\$635,000
2033-34	7/1/2033		\$12,700	\$168,200	
	1/1/2034	\$150,000	\$12,700		\$485,000
2034-35	7/1/2034		\$9,700	\$172,400	
	1/1/2035	\$160,000	\$9,700		\$325,000
2035-36	7/1/2035		\$6,500	\$176,200	
	1/1/2036	\$160,000	\$6,500		\$165,000
2036-37	7/1/2036		\$3,300	\$169,800	
	1/1/2037	\$165,000	\$3,300	\$168,300	\$0

**Debt Service**

2024-25 Budget

**Capital Leases**

On November 12, 2019, the District entered into a capital lease agreement with Government Capital Corporation for the purchase of 2 Rosenbaur Timberwolf fire engines. The remaining debt service payments are as follows:

**SCHEDULE OF PAYMENTS & OPTION TO PURCHASE PRICE FOR FIRE ENGINES**

Payment Number	Payment Date	Total Payment	Interest Paid	Principal Paid	Remaining Balance	Option to Purchase after payment on this line
					\$102,924.91	
5	1/22/2025	\$102,924.91	\$2,968.68	\$99,956.23	\$0.00	\$1.00

Interest Rate 2.97%

The District entered into a lease purchase agreement on March 15, 2022, with Stryker Medical for 4 MTS Power Loaders and related equipment. The remaining debt service payments are as follows:

Payment	Payment Date	Capital Lease Payment	Equipment Service Cost	Total Payment
4	4/15/2025	\$38,575.26	\$13,701.00	\$52,276.26
5	4/15/2026	\$38,575.26	\$13,701.00	\$52,276.26

## **Budget & Financial Policies**

2023-24 Budget

### **Operating Budget Policy**

Columbia River Fire & Rescue is committed to providing high-quality services to the community at an acceptable level of taxation. Specific policies that drive the budget preparation are:

- The District will maintain high service levels in emergency services operations, which include responses to fire and medical emergencies. These services receive the highest priority for funding.
- The District strives to avoid adopting budgetary procedures that result in balancing current operational costs at the expense of future years' operations.
- The District will maintain a budgetary control system to ensure compliance with the adopted budget.
- The District's balanced budget policy is that a budget is considered balanced when the funds' total resources of beginning fund balance, revenues, and other financing sources are equal to the total of expenditures, other financing uses, and ending fund balance.

### **Financial Forecasting**

Prior to the budget process each year, finance staff prepare a financial forecast. The forecast and variables are reviewed with management and set the tone for the budget process and long-term financial planning. These forecasts are performed with consideration of future economic variables, including labor costs, PERS rate projections, healthcare, interest, and inflation rates.

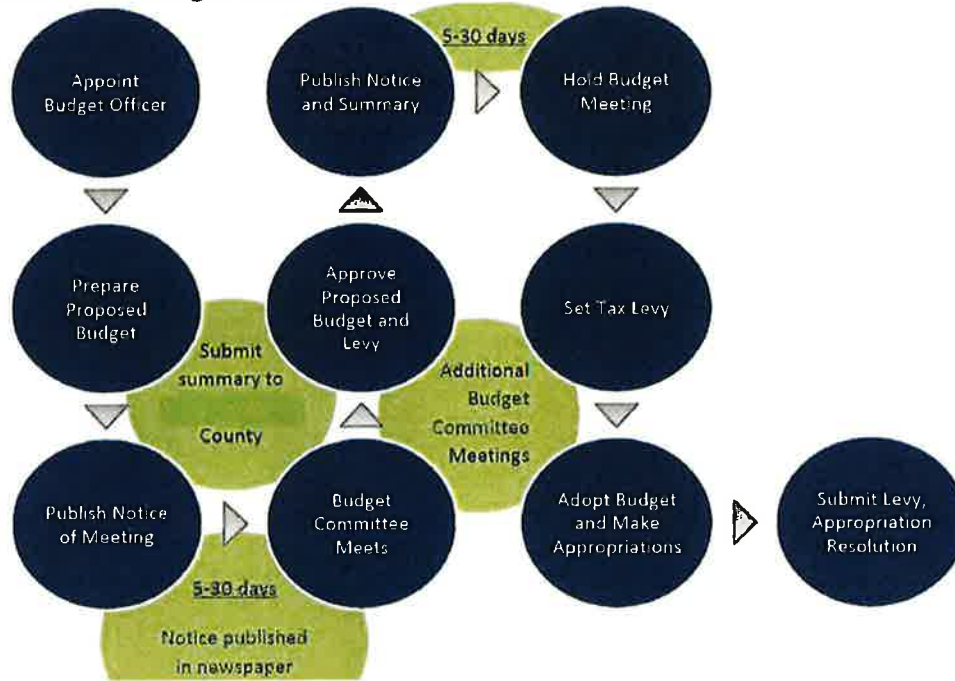
### **The Annual Budget Cycle**

The budget, or financial plan, begins each year, with the executive staff review of the budget calendar and a review of issues to address in the budget preparation. The budget process then officially kicks off with the Fire Chief requesting needs from division staff and Battalion Chiefs. The budgets requests are reviewed by the Fire Chief and then submitted to the budget officer in early February. Finance then forecasts revenues and meets with the Fire Chief to review and discuss the Division budget requests. The budget officer and executive staff ensure the budget meets both key strategic goals in program funding and in overall financial health of the District. Cuts and adjustments are then made as needed to prepare a balanced proposed budget.

## Budget & Financial Policies

2023-24 Budget

### The Oregon Local Budget Law Process



### Budget Amendments

The process for **amending the budget** by state budget laws as outlined in Chapter 294 of the Oregon Revised Statutes. The governing body’s spending authority within existing appropriations is set by the levels in the adopting resolution and may be increased by (1) transferring amounts among appropriations in the same fund, or (2) transferring from an appropriation in the General Fund to an appropriation category in another fund. The governing body must enact a resolution providing for the transfer.

### Supplemental Budgets

By transferring appropriations, the District usually has enough flexibility to carry out the programs prescribed in the adopted budget. There may be times when an adopted budget gives no authority to make certain expenditures or when revenues are received for which the governing body has no previous knowledge. In these cases, the District may use a **supplemental budget** to authorize expenditures or spend additional revenues in a current fiscal year. Supplemental budgets cannot be used to authorize a tax levy.

The governing Board of Directors may adopt a supplemental budget through a resolution if the supplemental budget does not exceed 10 percent of the fund’s most recent amended budget appropriation. For supplemental budgets greater than that or that do not meet a legal budget law exception, a longer process is required. A special hearing must be held by the governing body, and the proposed supplemental budget must be published before this hearing.

## Budget & Financial Policies

2023-24 Budget

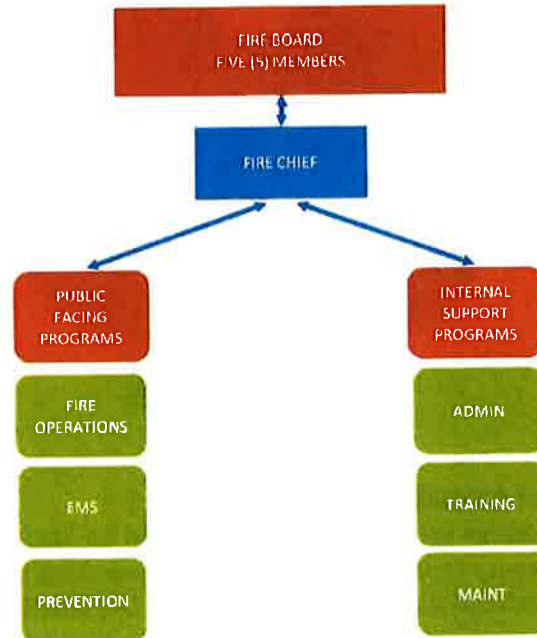
The District may utilize budget transfer resolutions during the year as more information becomes available.

### The Budget Document as an Operational Guide

It has been the philosophy of the Board of Directors to have enough resources on hand at the beginning of the fiscal year to carry the District up to the time in November when tax turnovers are received from the county tax assessors' offices. The District anticipates that it will receive approximately 92.6 cents of each tax dollar in the year in which it is levied.

While the District has made great strides to structurally balance the budget, it is possible that the District might still be a little short come fall. If this comes to pass, management will look for short-term borrowing options.

The District's daily operations are generally accounted for as departments within the General Fund. The District accounts for its program operations under six departments. Division Chief's will also manage capital requests from the Capital Fund.



### The Budget as a Financial Plan

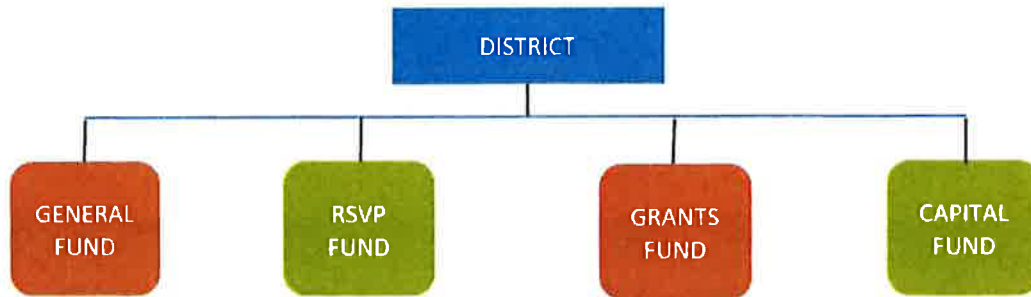
The budget document was developed to serve as the financial plan required to carry out the goals and objectives for the ensuing fiscal year. It is intended to provide financial guidelines for programs and functions within the District. Separate summary pages are presented for these areas, and each summary page includes data for:

	<p><b>Personnel Services</b> – includes the salaries and fringe benefits of full-time and part-time employees.</p>
	<p><b>Materials and Services</b> – includes supplies, maintenance and repairs, rent, utilities, and contracts for professional services, such as for the District's _____ services, supervising physician, communication or IT professionals, legal counsel, audits, and insurance.</p>
	<p><b>Capital Outlay</b> – includes the costs of land, buildings and improvements, furniture, and equipment.</p>
	<p><b>Other Expenditures</b> – includes special appropriations not included in the above categories such as interfund operating transfers, debt service, and contingency funds.</p>

## Budget & Financial Policies

2023-24 Budget

Funds included in the annual budget document are *governmental*. The General Fund requires a tax levy to fund operations. The RSVP, Grants, and Capital Fund, which are *governmental fund types*, do not require a tax levy. Rather, the sources of revenues for these funds are transfers from the General Fund, grant funding and interest earnings on unexpended cash on hand.



The remaining funds of the District are included in the proposed budget document solely to present their history, as required by Oregon Local Budget Law, but the funds have been closed and there are no associated budget requests for FY23-24.

### Basis of Accounting

The *governmental fund types* are budgeted and accounted for on the **modified accrual basis** of accounting, whereas revenues are recorded in the accounting period in which they become measurable and available, and expenditures are recorded at the time liabilities are incurred, except for:

- Interfund transactions for services, which are recorded on the accrual basis.
- Interest expense on general obligation bonds, which is recorded as due.

Significant revenues, which are measurable and available on June 30 under the modified accrual basis of accounting, will be property tax revenues, which are collected within 60 days after year end.

The basis of accounting described above is in accordance with generally accepted accounting principles.

# Columbia River Fire and Rescue

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## ALL FUND REVENUE & EXPENDITURES

Fiscal Year 2024-25

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**Columbia River Fire & Rescue  
Proposed Budget  
Summary of Resources and Requirements  
ALL FUNDS  
FY 2024-25**

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>All Funds</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
4,964,977	3,895,044	1,460,000	Beginning Fund Balance	2,895,000	2,895,000
8,107,127	8,437,771	8,830,000	Property Taxes	8,960,000	8,960,000
2,043,502	2,186,124	2,193,000	Charges for Services	2,246,000	2,246,000
439,913	244,814	265,000	Intergovernmental Revenue	15,000	15,000
24,463	94,181	80,000	Interest	80,000	80,000
227,151	133,248	15,400	Miscellaneous Revenue	28,600	28,600
366,026	1,877,884	700,000	Transfers from other Funds	250,000	250,000
<b>16,173,159</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>Total Resources</b>	<b>14,474,600</b>	<b>14,474,600</b>
9,562,674	9,414,893	9,601,430	Personnel Services	8,423,260	8,423,260
1,385,821	1,506,153	1,846,166	Materials and Services	2,059,620	2,059,620
689,869	438,487	565,000	Capital Outlay	490,000	490,000
273,725	326,299	330,804	Debt Service	329,675	329,675
366,026	1,877,885	700,000	Transfers	250,000	250,000
3,895,044	3,305,349	500,000	Reserve/Ending Fund Balance	2,422,045	2,422,045
<b>16,173,159</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>Total Requirements</b>	<b>14,474,600</b>	<b>14,474,600</b>



**Columbia River Fire & Rescue  
Resources By Fund  
FY 2024-25**

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>All Funds Resources</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
<b><u>General Fund</u></b>					
3,814,916	2,718,479	1,400,000	Beginning Fund Balance	2,500,000	2,500,000
8,107,127	8,437,771	8,830,000	Property Taxes	8,960,000	8,960,000
1,996,532	2,186,124	2,193,000	Charges for Services	2,246,000	2,246,000
318,811	29,303	50,000	Intergovernmental Revenue	-	-
13,792	94,181	75,000	Interest Income	75,000	75,000
25,651	133,248	15,400	Miscellaneous Revenue	28,600	28,600
4,440	1,377,884	200,000	Transfers from other Funds	-	-
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>Total</b>	<b>13,809,600</b>	<b>13,809,600</b>
<b><u>Sick Leave Fund</u></b>					
404,741	339,810	-	Beginning Fund Balance	-	-
3,194	-	-	Interest Income	-	-
-	-	-	Transfers from other Funds	-	-
<b>407,935</b>	<b>339,810</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>Appartus Fund</u></b>					
851,899	839,460	-	Beginning Fund Balance	-	-
6,608	-	-	Interest Income	-	-
200,000	-	-	Miscellaneous Revenue	-	-
-	-	-	Transfers from other Funds	-	-
<b>1,058,507</b>	<b>839,460</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>TANS Fund</u></b>					
(359,270)	-	-	Beginning Fund Balance	-	-
-	-	-	Interest Income	-	-
359,270	-	-	Transfers from other Funds	-	-
<b>-</b>	<b>-</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>RSVP Fund</u></b>					
13,103	(57,428)	-	Beginning Fund Balance	-	-
30,582	48,321	-	Intergovernmental Revenue	-	-
1,500	-	-	Miscellaneous	-	-
<b>45,185</b>	<b>(9,107)</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>

**Columbia River Fire & Rescue  
Resources By Fund  
FY 2024-25**

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>All Funds Resources</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
<b><u>FGP Fund</u></b>					
4,440	-	-	Beginning Fund Balance	-	-
<u>4,440</u>	<u>-</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Health Ins Reserve Fund</u></b>					
111,912	112,781	-	Beginning Fund Balance	-	-
869	-	-	Interest Income	-	-
<u>112,781</u>	<u>112,781</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Capital Projects Fund</u></b>					
(2,316)	-	-	Beginning Fund Balance	-	-
2,316	-	-	Transfers from other Funds	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Grant Fund (Special Revenue)</u></b>					
34,545	(143,892)	-	Beginning Fund Balance	-	-
90,520	167,190	215,000	Intergovernmental Revenue	15,000	15,000
-	-	-	Miscellaneous	-	-
<u>125,065</u>	<u>23,298</u>	<u>215,000</u>	<u>Total</u>	<u>15,000</u>	<u>15,000</u>
<b><u>Maint Enterprise Fund</u></b>					
91,007	85,834	-	Beginning Fund Balance	-	-
46,970	-	-	Charges for Services	-	-
<u>137,977</u>	<u>85,834</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Capital Fund</u></b>					
-	-	60,000	Beginning Fund Balance	395,000	395,000
-	-	5,000	Interest Income	5,000	5,000
-	500,000	500,000	Transfers from other Funds	250,000	250,000
<u>-</u>	<u>500,000</u>	<u>565,000</u>	<u>Total</u>	<u>650,000</u>	<u>650,000</u>
<b><u>16,173,159</u></b>	<b><u>16,869,066</u></b>	<b><u>13,543,400</u></b>	<b>GRAND TOTAL</b>	<b><u>14,474,600</u></b>	<b><u>14,474,600</u></b>

**Columbia River Fire & Rescue  
Requirements by Fund - Category  
FY 2024-25**

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>All Funds Requirements</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
<b><u>General Fund</u></b>					
9,164,552	9,414,893	9,601,430	Personnel Services	8,423,260	8,423,260
1,294,192	1,458,909	1,831,166	Materials and Services	2,044,620	2,044,620
468,735	-	-	Capital Outlay	-	-
273,725	326,299	330,804	Debt Service	329,675	329,675
361,586	500,000	500,000	Transfers to other Funds	250,000	250,000
-	-	-	Contingency	500,000	500,000
2,718,479	3,276,889	500,000	Reserve/Ending Fund Balance	2,262,045	2,262,045
<u>14,281,269</u>	<u>14,976,990</u>	<u>12,763,400</u>	<b>Total</b>	<b>13,809,600</b>	<b>13,809,600</b>
<b><u>Sick Leave/Retirement Fund</u></b>					
68,125	-	-	Personnel Services	-	-
-	339,810	-	Transfers to other Funds	-	-
339,810	-	-	Reserve/Ending Fund Balance	-	-
<u>407,935</u>	<u>339,810</u>	-	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>Appartus Fund</u></b>					
219,047	-	-	Capital Outlay	-	-
-	839,460	-	Transfers to other Funds	-	-
-	-	-	Contingency	-	-
839,460	-	-	Reserve/Ending Fund Balance	-	-
<u>1,058,507</u>	<u>839,460</u>	-	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>RSVP Fund</u></b>					
94,596	-	-	Personnel Services	-	-
8,017	2,243	-	Materials and Services	-	-
(57,428)	(11,350)	-	Reserve/Ending Fund Balance	-	-
<u>45,185</u>	<u>(9,107)</u>	-	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>FGP Fund</u></b>					
4,440	-	-	Transfers to other Funds	-	-
-	-	-	Reserve/Ending Fund Balance	-	-
<u>4,440</u>	-	-	<b>Total</b>	<b>-</b>	<b>-</b>

**Columbia River Fire & Rescue  
Requirements by Fund - Category  
FY 2024-25**

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>All Funds Requirements</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
<b><u>Health Ins Reserve Fund</u></b>					
-	112,781	-	Transfers to other Funds	-	-
112,781	-	-	Reserve/Ending Fund Balance	-	-
<u>112,781</u>	<u>112,781</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Grant Fund (Special Revenue)</u></b>					
201,657	-	-	Personnel Services	-	-
65,213	45,001	15,000	Materials and Services	15,000	15,000
2,087	-	-	Capital Outlay	-	-
-	-	200,000	Transfers to other Funds	-	-
(143,892)	(21,703)	-	Reserve/Ending Fund Balance	-	-
<u>125,065</u>	<u>23,298</u>	<u>215,000</u>	<u>Total</u>	<u>15,000</u>	<u>15,000</u>
<b><u>Maint Enterprise Fund</u></b>					
33,744	-	-	Personnel Services	-	-
18,399	-	-	Materials and Services	-	-
-	85,834	-	Transfers to other Funds	-	-
85,834	-	-	Reserve/Ending Fund Balance	-	-
<u>137,977</u>	<u>85,834</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Capital Fund</u></b>					
-	438,487	565,000	Capital Outlay	490,000	490,000
-	61,513	-	Reserve/Ending Fund Balance	160,000	160,000
<u>-</u>	<u>500,000</u>	<u>565,000</u>	<u>Total</u>	<u>650,000</u>	<u>650,000</u>
<u><b>16,173,159</b></u>	<u><b>16,869,066</b></u>	<u><b>13,543,400</b></u>	<b>GRAND TOTAL</b>	<u><b>14,474,600</b></u>	<u><b>14,474,600</b></u>

**Columbia River Fire & Rescue  
Requirements By Fund - Program  
FY 2024-25**

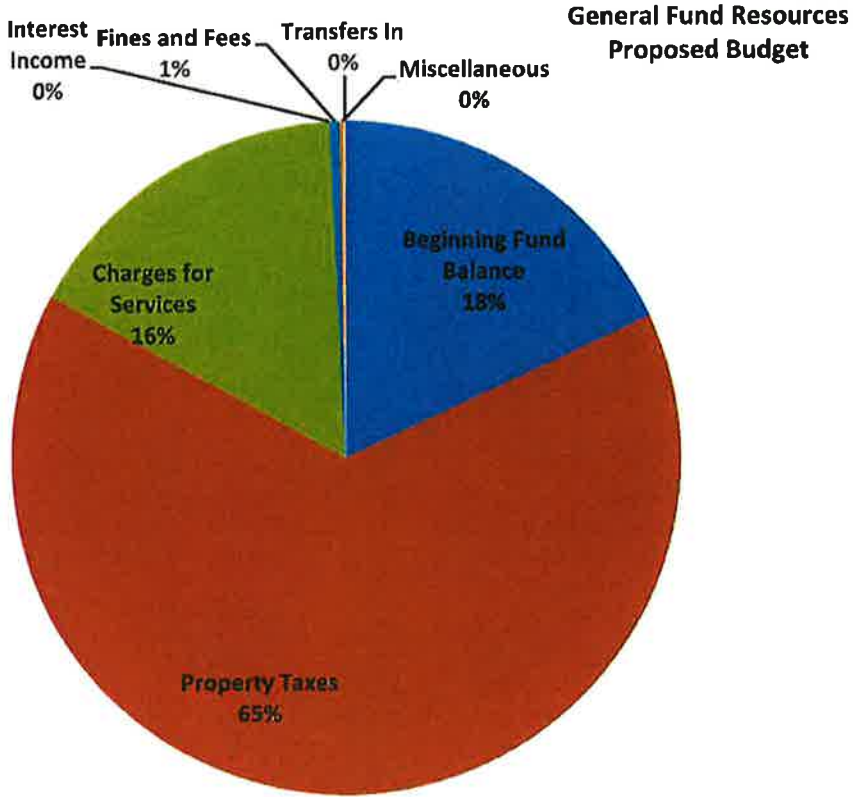
<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>Requirements By Fund</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
<b><u>General Fund</u></b>					
9,164,552	9,414,893	-	Personnel	-	-
558,936	708,803	1,623,115	Admin	1,805,120	1,805,120
114,975	50,541	7,203,130	Fire Operations	6,085,990	6,085,990
31,205	43,296	323,600	Training	84,500	84,500
158,384	242,705	1,421,371	EMS	1,678,760	1,678,760
16,210	10,177	26,150	Prevention	11,250	11,250
414,482	403,387	835,230	Fleet/Facility Maint	802,260	802,260
468,735	-	-	Capital Outlay	-	-
273,725	326,299	330,804	Debt Service	329,675	329,675
361,586	500,000	500,000	Transfers	250,000	250,000
-	-	-	Contingency	500,000	500,000
2,718,479	3,276,889	500,000	Reserve/Ending Fund Balance	2,262,045	2,262,045
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>Total</b>	<b>13,809,600</b>	<b>13,809,600</b>
<b><u>Sick Leave/Retirement Fund</u></b>					
68,125	-	-	Sick Leave/Retirement	-	-
-	339,810	-	Transfers	-	-
339,810	-	-	Reserve/Ending Fund Balance	-	-
<b>407,935</b>	<b>339,810</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>Appartus Fund</u></b>					
219,047	-	-	Apparatus	-	-
-	839,460	-	Transfers	-	-
839,460	-	-	Reserve/Ending Fund Balance	-	-
<b>1,058,507</b>	<b>839,460</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>RSVP Fund</u></b>					
102,613	2,243	-	RSVP	-	-
(57,428)	(11,350)	-	Reserve/Ending Fund Balance	-	-
<b>45,185</b>	<b>(9,107)</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>FGP Fund</u></b>					
4,440	-	-	Transfers	-	-
-	-	-	Reserve/Ending Fund Balance	-	-
<b>4,440</b>	<b>-</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>

**Columbia River Fire & Rescue  
Requirements By Fund - Program  
FY 2024-25**

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>Requirements By Fund</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
<b><u>Health Ins Reserve Fund</u></b>					
-	112,781	-	Transfers	-	-
112,781	-	-	Reserve/Ending Fund Balance	-	-
<b>112,781</b>	<b>112,781</b>	-	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>Grant Fund (Special Revenue)</u></b>					
268,957	45,001	15,000	Grants	15,000	15,000
-	-	200,000	Transfers	-	-
(143,892)	(21,703)	-	Reserve/Ending Fund Balance	-	-
<b>125,065</b>	<b>23,298</b>	<b>215,000</b>	<b>Total</b>	<b>15,000</b>	<b>15,000</b>
<b><u>Maint Enterprise Fund</u></b>					
52,143	-	-	Maintenance	-	-
-	85,834	-	Transfers	-	-
85,834	-	-	Reserve/Ending Fund Balance	-	-
<b>137,977</b>	<b>85,834</b>	-	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>Capital Fund</u></b>					
-	438,487	565,000	Capital Outlay	490,000	490,000
-	61,513	-	Reserve/Ending Fund Balance	160,000	160,000
-	500,000	565,000	<b>Total</b>	<b>650,000</b>	<b>650,000</b>
<b>16,173,159</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>GRAND TOTAL</b>	<b>14,474,600</b>	<b>14,474,600</b>

# GENERAL FUND

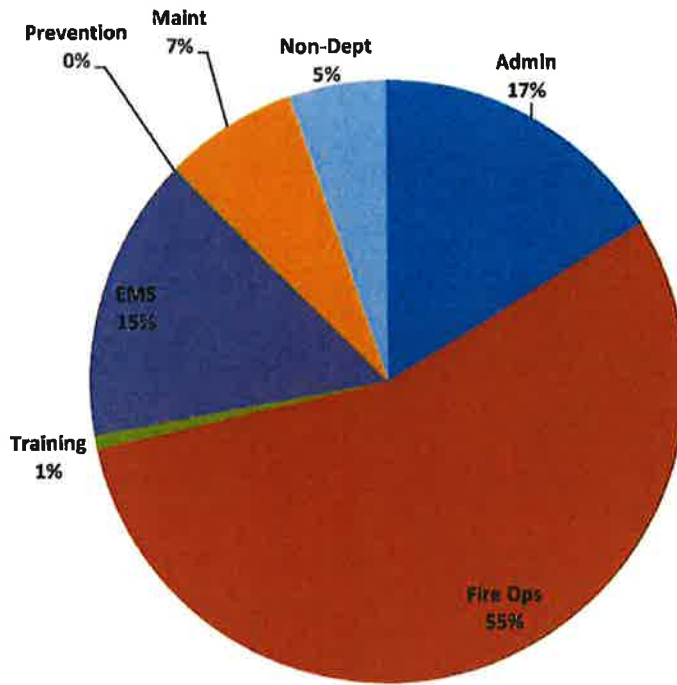




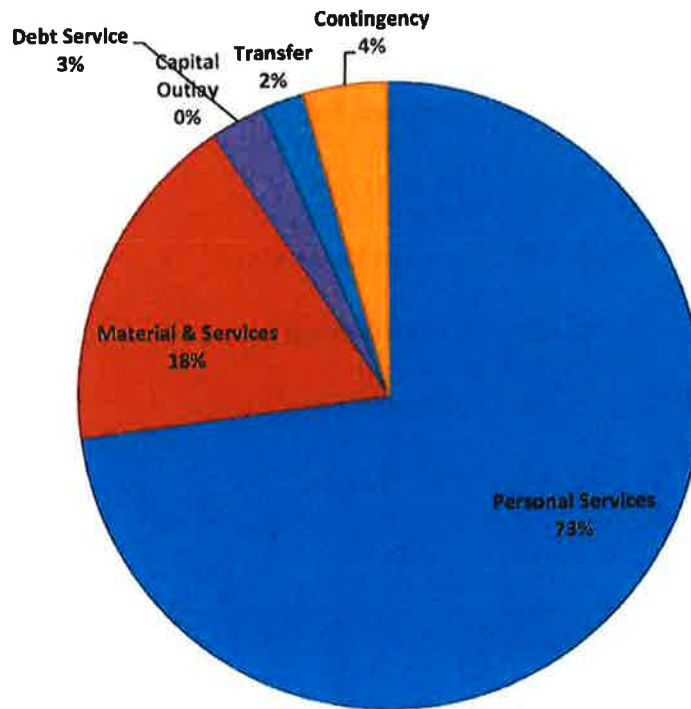
2022 Actual	2023 Actual	2024 Adopted	General Fund Resource Summary	2025 Proposed	2025 Approved
3,814,916	2,718,479	1,400,000	Beginning Fund Balance	2,500,000	2,500,000
8,107,127	8,437,771	8,830,000	Property Taxes	8,960,000	8,960,000
1,996,532	2,186,124	2,193,000	Charges for Services	2,246,000	2,246,000
318,811	29,303	50,000	Intergovernmental Revenue	-	-
13,792	94,181	75,000	Interest Income	75,000	75,000
25,651	133,248	15,400	Miscellaneous	28,600	28,600
4,440.00	1,377,884	200,000	Transfers In	-	-
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>TOTAL RESOURCES</b>	<b>13,809,600</b>	<b>13,809,600</b>



### General Fund Expenditures by Department



### General Fund Expenditures by Category



2022 Actual	2023 Actual	2024 Adopted	General Fund Expense Summary	2025 Proposed	2025 Approved
<b>Summary</b>					
9,164,552	9,414,893	9,601,430	Personnel Services	8,423,260	8,423,260
1,294,192	1,458,909	1,831,166	Materials and Services	2,044,620	2,044,620
468,735	-	-	Capital Outlay	-	-
273,725	326,299	330,804	Debt Service	329,675	329,675
361,586	500,000	500,000	Transfers to Other Funds	250,000	250,000
2,718,479	3,276,889	500,000	Reserve/Ending Fund Balance	2,262,045	2,262,045
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>TOTAL REQUIREMENTS</b>	<b>13,809,600</b>	<b>13,809,600</b>

2022 Actual	2023 Actual	2024 Adopted	General Fund Expenses by Dept	2025 Proposed	2025 Approved
<b>Personnel</b>					
9,164,552	9,414,893	-	Personnel Services Total	-	-
<b>9,164,552</b>	<b>9,414,893</b>	-		-	-
<b>Administration</b>					
-	-	902,120	Personnel Services Total	835,120	835,120
558,936	708,803	720,995	Materials & Services Total	970,000	970,000
<b>558,936</b>	<b>708,803</b>	<b>1,623,115</b>		<b>1,805,120</b>	<b>1,805,120</b>
<b>Fire Operations</b>					
-	-	7,106,630	Personnel Services Total	5,948,490	5,948,490
114,975	50,541	96,500	Materials & Services Total	137,500	137,500
<b>114,975</b>	<b>50,541</b>	<b>7,203,130</b>		<b>6,085,990</b>	<b>6,085,990</b>
<b>Training</b>					
-	-	237,480	Personnel Services Total	-	-
31,205	43,296	86,120	Materials & Services Total	84,500	84,500
<b>31,205</b>	<b>43,296</b>	<b>323,600</b>		<b>84,500</b>	<b>84,500</b>
<b>EMS</b>					
-	-	1,095,330	Personnel Services Total	1,363,760	1,363,760
158,384	242,705	326,041	Materials & Services Total	315,000	315,000
<b>158,384</b>	<b>242,705</b>	<b>1,421,371</b>		<b>1,678,760</b>	<b>1,678,760</b>

2022 Actual	2023 Actual	2024 Adopted	General Fund Expense Summary	2025 Proposed	2025 Approved
<b>Fire Prevention</b>					
16,210	10,177	26,150	<u>Materials &amp; Services Total</u>	11,250	11,250
16,210	10,177	26,150		11,250	11,250
<b>Fleet &amp; Facility Maintenance</b>					
-	-	259,870	<u>Personnel Services Total</u>	275,890	275,890
414,482	403,387	575,360	<u>Materials &amp; Services Total</u>	526,370	526,370
414,482	403,387	835,230		802,260	802,260
468,735	-	-	<b>Capital Outlay</b>	-	-
273,725	326,299	330,804	<b>Debt Service</b>	329,675	329,675
361,586	500,000	500,000	<b>Transfers to Other Funds</b>	250,000	250,000
-	-	-	<b>Contingency</b>	500,000	500,000
2,718,479	3,276,889	500,000	<b>Unappropriated Ending Fund Balance</b>	2,262,045	2,262,045
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>TOTAL EXPENDITURES</b>	<b>13,809,600</b>	<b>13,809,600</b>

2022 Actual	2023 Actual	2024 Adopted	General Fund Summary	2025 Proposed	2025 Approved
3,814,916	2,718,479	1,400,000	Beginning Fund Balance	2,500,000	2,500,000
8,107,127	8,437,771	8,830,000	Property Taxes	8,960,000	8,960,000
1,996,532	2,186,124	2,193,000	Charges for Services	2,246,000	2,246,000
318,811	29,303	50,000	Intergovernmental Revenue	-	-
13,792	94,181	75,000	Interest	75,000	75,000
25,651	133,248	15,400	Miscellaneous Revenue	28,600	28,600
4,440	1,377,884	200,000	Transfers	-	-
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>Total Resources</b>	<b>13,809,600</b>	<b>13,809,600</b>
9,164,552	9,414,893	9,601,430	Personnel Services	8,423,260	8,423,260
1,294,192	1,458,909	1,831,166	Materials and Services	2,044,620	2,044,620
468,735	-	-	Capital Outlay	-	-
273,725	326,299	330,804	Debt Service	329,675	329,675
361,586	500,000	500,000	Transfers	250,000	250,000
2,718,479	3,276,889	500,000	Unappr. Ending Fund Bal.	2,262,045	2,262,045
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>Total Requirements</b>	<b>13,809,600</b>	<b>13,809,600</b>

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
7,937,872	8,272,022	8,645,000	00-00-4010	Current Year Property Taxes	8,775,000	8,775,000
169,255	165,749	185,000	00-00-4000	Delinq Prop Taxes	185,000	185,000
<u>8,107,127</u>	<u>8,437,771</u>	<u>8,830,000</u>		<b>Property Taxes</b>	<u>8,960,000</u>	<u>8,960,000</u>
1,607,953	1,716,270	1,800,000	00-00-4040	Ambulance Revenue	1,800,000	1,800,000
305,826	399,464	300,000	00-00-4041	GEMT Revenue	350,000	350,000
58,446	30,810	60,000	00-00-4060	Fire-Med Revenues	60,000	60,000
662	790	1,000	00-00-4110	Address Sign Revenue	1,000	1,000
6,054	4,745	6,000	00-00-4130	Training Revenue	5,000	5,000
5,835	10,171	6,000	00-00-4160	Fire Protection Agreements	10,000	10,000
11,756	23,874	20,000	00-00-4205	3rd Party Contract Billing (Fleet Maint)	20,000	20,000
<u>1,996,532</u>	<u>2,186,124</u>	<u>2,193,000</u>		<b>Charges for Services</b>	<u>2,246,000</u>	<u>2,246,000</u>
318,811	29,303	50,000	00-00-4170	Conflagration Revenue	-	-
<u>318,811</u>	<u>29,303</u>	<u>50,000</u>		<b>Intergovernmental Revenue</b>	<u>-</u>	<u>-</u>
13,792	94,181	75,000	00-00-4020	Interest Income	75,000	75,000
<u>13,792</u>	<u>94,181</u>	<u>75,000</u>		<b>Interest Income</b>	<u>75,000</u>	<u>75,000</u>
125	-	500	00-00-4030	Donations & Grants	500	500
8,301	-	10,000	00-00-4110	Sale of Equip & Property	10,000	10,000
-	11,015	-	00-00-4120	Royalties & Rights	-	-
300	-	100	00-00-4150	Public Education Donation	100	100
-	8,350	-	00-00-4180	Rental Income	7,500	7,500
-	74,124	-	00-00-4190	Insurance Refund	-	-
16,925	37,529	4,800	00-00-4200	Misc Revenue	10,000	10,000
-	2,230	-	00-00-4210	Public Records Requests	500	500
<u>25,651</u>	<u>133,248</u>	<u>15,400</u>		<b>Miscellaneous Revenue</b>	<u>28,600</u>	<u>28,600</u>
4,440	1,377,884	200,000	00-00-4999	Transfers from other Funds	-	-
<u>4,440</u>	<u>1,377,884</u>	<u>200,000</u>		<b>Transfers In</b>	<u>-</u>	<u>-</u>
3,814,916	2,718,479	1,400,000		Beginning Fund Balance	2,500,000	2,500,000
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>		<b>TOTAL RESOURCES</b>	<b>13,809,600</b>	<b>13,809,600</b>

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
<b>REQUIREMENTS</b>						
<b>Personnel Services</b>						
4,852,099	5,173,673	-	00-10-5000	Base Salaries	-	-
30,878	-	-	00-10-5001	Deferred Compensation	-	-
673,965	711,072	-	00-10-5100	Overtime	-	-
9,017	12,504	-	00-10-5130	Acting Lieutenant	-	-
39,206	33,653	-	00-10-5135	FLSA	-	-
276,516	211,771	-	00-10-5145	EMT Shift Differentials	-	-
5,142	5,200	-	00-10-5146	Mechanics On Call	-	-
-	7,037	-	00-10-5150	Volunteer Reimbursement	-	-
225	-	-	00-10-5155	Longevity Pay	-	-
69,339	30,767	-	00-10-5160	Conflagration	-	-
462,992	476,257	-	00-10-5200	Employer Paid Taxes	-	-
1,175,167	1,116,710	-	00-10-5205	PERS	-	-
29,673	12,617	-	00-10-5210	Unemployment	-	-
109,654	215,007	-	00-10-5215	Workers Comp	-	-
4,657	4,247	-	00-10-5220	Life Insurance	-	-
1,311,835	1,235,834	-	00-10-5225	Medical Insurance	-	-
22,009	40,590	-	00-10-5230	Disability Insurance	-	-
2,012	1,840	-	00-10-5235	Employee Assistance Program	-	-
87,568	31,766	-	00-10-5240	PEHP	-	-
786	-	-	00-10-5300	Directors Reimbursement	-	-
1,812	-	-	00-10-5350	Retirement/Recognition	-	-
-	74,514	-	00-10-5250	Opt Out Medical	-	-
-	19,834	-	00-10-5405	Vacation Payout	-	-
<b>9,164,552</b>	<b>9,414,893</b>	-	<b>Total Personnel Services</b>			

<b>Administration</b>						
<b>Personnel Services</b>						
-	-	561,500	00-10-5000	Base Salaries	521,040	521,040
-	-	1,000	00-10-5100	Overtime	1,000	1,000
-	-	48,130	00-10-5200	Employer Paid Taxes	44,850	44,850
-	-	125,540	00-10-5205	PERS	117,170	117,170
-	-	5,000	00-10-5210	Unemployment	5,000	5,000
-	-	10,260	00-10-5215	Workers Comp	9,570	9,570
-	-	340	00-10-5220	Life Insurance	210	210
-	-	88,540	00-10-5225	Medical Insurance	80,990	80,990
-	-	16,630	00-10-5230	Disability Insurance	13,150	13,150
-	-	180	00-10-5235	Employee Assistance Program	140	140
-	-	27,000	00-10-5240	PEHP	28,000	28,000
-	-	18,000	00-10-5245	HRA VEBA Contribution	14,000	14,000
-	-	902,120	<b>Total Personnel Services</b>		<b>835,120</b>	<b>835,120</b>

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
				<b>Materials and Services</b>		
-	234	-	00-20-6019	POSTAGE & SHIPPING	500	500
63,335	350	-	00-20-6020	ADMINISTRATIVE	-	-
935	6,182	2,900	00-20-6021	OFFICE SUPPLIES	5,000	5,000
686	132,127	92,095	00-20-6022	DUES & MEMBERSHIPS	120,000	120,000
-	7,995	-	00-20-6023	PROFESSIONAL LICENSES	10,000	10,000
-	-	2,500	00-20-6024	NONCAPITAL FURNITURE & EQUIP	2,500	2,500
878	334	25,000	00-20-6025	TRAINING & EDUCATION	-	-
278	2,093	5,900	00-20-6026	TRAVEL & PER DIEM	-	-
-	5,484	-	00-20-6027	IT SUBSCRIPTION SOFTWARE	6,000	6,000
56,467	90,543	140,000	00-20-6028	IT SERVICES	105,000	105,000
-	108	50,000	00-20-6029	IT HARDWARE	10,000	10,000
13,444	5,399	5,000	00-20-6035	BANK FEES	7,500	7,500
-	6,269	2,500	00-20-6041	BACKGROUND CHECKS	6,500	6,500
21,364	87,467	50,000	00-20-6106	PROFESSIONAL SERVICES	125,000	125,000
1,363	7,970	-	00-20-6900	MISCELLANEOUS	6,000	6,000
35,075	171,270	150,000	00-20-7005	LEGAL SERVICES	350,000	350,000
133,220	104,747	105,000	00-20-7050	LIABILITY INSURANCE	125,000	125,000
230,591	79,231	90,000	00-30-7010	CONTRACTUAL SERVICES	90,000	90,000
1,300	1,000	100	00-30-7045	FAIRGROUNDS LEASE	1,000	1,000
558,936	708,803	720,995		<b>Total Materials and Service</b>	970,000	970,000
558,936	708,803	1,623,115		<b>Total Admin</b>	1,805,120	1,805,120

**Fire Operations**

				<b>Personnel Services</b>		
-	-	3,742,090	00-10-5000	Base Salaries	3,017,580	3,017,580
-	-	650,000	00-10-5100	Overtime	750,000	750,000
-	-	20,000	00-10-5150	Volunteers/LOSAP	10,000	10,000
-	-	374,720	00-10-5200	Employer Paid Taxes	327,180	327,180
-	-	1,008,700	00-10-5205	PERS	820,950	820,950
-	-	-	00-10-5210	Unemployment	5,000	5,000
-	-	98,430	00-10-5215	Workers Comp	84,430	84,430
-	-	2,680	00-10-5220	Life Insurance	1,430	1,430
-	-	899,270	00-10-5225	Medical Insurance	641,650	641,650
-	-	130,260	00-10-5230	Disability Insurance	87,300	87,300
-	-	1,480	00-10-5235	Employee Assistance Program	970	970
-	-	154,000	00-10-5245	HRA VEBA Contribution	102,000	102,000
-	-	25,000	00-10-5400	Sick Leave/Retirement Payout	100,000	100,000
-	-	7,106,630		<b>Total Personnel Services</b>	5,948,490	5,948,490

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
<b>Materials and Services</b>						
60,235	12,573	40,000	00-20-6030	PERSONAL PROTECTIVE EQUIPMENT	40,000	40,000
-	9,401	20,000	00-20-6031	UNIFORMS	35,000	35,000
8,714	631	-	00-20-6032	VOLUNTEER RECRUIT/RETENTION	10,000	10,000
2,173	6,107	7,500	00-20-6034	SUPPLIES	7,500	7,500
39,809	21,364	15,000	00-20-6045	FIREFIGHTING EQUIPMENT	35,000	35,000
2,957	-	10,000	00-20-6105	BREATHING APPARATUS	10,000	10,000
-	465	4,000	00-20-6047	BATTALION CHIEF SHIFT EXPENSES	-	-
1,087	-	-	00-20-6300	CONFLAGRATION EXPENSE	-	-
114,975	50,541	96,500	<b>Total Material and Services</b>		137,500	137,500
114,975	50,541	7,203,130	<b>Total Fire Operations</b>		6,085,990	6,085,990

**Training**

<b>Personnel Services</b>						
-	-	148,320	00-10-5000	Base Salaries	-	-
-	-	11,090	00-10-5200	Employer Paid Taxes	-	-
-	-	40,300	00-10-5205	PERS	-	-
-	-	-	00-10-5210	Unemployment	-	-
-	-	3,320	00-10-5215	Workers Comp	-	-
-	-	70	00-10-5220	Life Insurance	-	-
-	-	26,950	00-10-5225	Medical Insurance	-	-
-	-	3,390	00-10-5230	Disability Insurance	-	-
-	-	40	00-10-5235	Employee Assistance Program	-	-
-	-	4,000	00-10-5245	HRA VEBA Contribution	-	-
-	-	237,480	<b>Total Personnel Services</b>		-	-
<b>Materials and Services</b>						
25,271	9,876	26,870	00-20-6025	TRAINING & EDUCATION	25,000	25,000
5,843	2,231	5,900	00-20-6026	TRAVEL & PER DIEM	7,500	7,500
-	60	3,350	00-20-6029	IT HARDWARE	-	-
-	9,113	20,000	00-20-6034	TRAINING SUPPLIES	10,000	10,000
-	-	5,000	00-20-6040	PHYSICAL FITNESS	-	-
91	-	-	00-20-6041	BACKGROUND CHECKS	-	-
-	22,016	25,000	00-20-6042	MEDICAL PHYSICALS	42,000	42,000
31,205	43,296	86,120	<b>Total Materials and Services</b>		84,500	84,500
31,205	43,296	323,600	<b>Total Training</b>		84,500	84,500



2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
<b>EMS</b>						
<b>Personnel Services</b>						
-	-	599,920	00-10-5000	Base Salaries	766,190	766,190
-	-	100,000	00-10-5100	Overtime	25,000	25,000
-	-	53,050	00-10-5200	Employer Paid Taxes	59,990	59,990
-	-	132,740	00-10-5205	PERS	140,900	140,900
-	-	-	00-10-5210	Unemployment	-	-
-	-	15,690	00-10-5215	Workers Comp	17,730	17,730
-	-	470	00-10-5220	Life Insurance	530	530
-	-	142,900	00-10-5225	Medical Insurance	280,470	280,470
-	-	22,310	00-10-5230	Disability Insurance	32,590	32,590
-	-	250	00-10-5235	Employee Assistance Program	360	360
-	-	28,000	00-10-5245	HRA VEBA Contribution	40,000	40,000
-	-	1,095,330		<b>Total Personnel Services</b>	<b>1,363,760</b>	<b>1,363,760</b>
<b>Material Services</b>						
331	-	3,000	00-20-6023	PROFESSIONAL LICENSES	-	-
1,148	-	-	00-20-6025	TRAINING & EDUCATION	-	-
136,653	-	-	00-20-6033	EMS SUPPLIES	-	-
-	112,970	151,000	00-20-6050	MEDICAL SUPPLIES & PHARMACEUTICALS	150,000	150,000
-	-	4,500	00-20-6049	BIOHAZARD DISPOSAL FEES	10,000	10,000
-	-	7,400	00-20-6024	NONCAPITAL FURNITURE & EQUIPMENT	-	-
-	-	10,000	00-20-6005	EMS EQUIP REPAIRS & MAINTENANCE	10,000	10,000
-	18,918	13,701	00-30-7010	CONTRACTUAL SERVICES	10,000	10,000
-	13,101	11,940	00-20-6027	IT SUBSCRIPTION SOFTWARE	15,000	15,000
20,252	18,260	24,500	00-30-7030	DISTRICT PHYSICIAN	35,000	35,000
-	79,456	100,000	00-30-7065	GEMT FEES & MATCHING	85,000	85,000
158,384	242,705	326,041		<b>Total Materials and Services</b>	<b>315,000</b>	<b>315,000</b>
<b>158,384</b>	<b>242,705</b>	<b>1,421,371</b>		<b>Total EMS</b>	<b>1,678,760</b>	<b>1,678,760</b>
<b>Fire Prevention</b>						
<b>Material and Services</b>						
310	545	3,000	00-20-6022	DUES & MEMBERSHIPS	750	750
350	192	500	00-20-6023	PROFESSIONAL LICENSES	500	500
-	-	2,450	00-20-6025	TRAINING & EDUCATION	2,000	2,000
41	-	-	00-20-6205	FIRE INVESTIGATIONS	-	-
-	-	4,000	00-20-6026	TRAVEL & PER DIEM	2,000	2,000
-	-	1,000	00-20-6028	IT SERVICES	-	-
2,175	2,875	4,200	00-20-6045	FIREFIGHTING EQUIP	-	-
1,394	-	1,000	00-20-6115	DISTRICT MAPPING & ADDRESS SIGNS	1,000	1,000
-	3,180	-	00-20-6106	PROFESSIONAL SERVICES	-	-
11,940	3,385	10,000	00-20-6210	PUBLIC EDUCATION	5,000	5,000
16,210	10,177	26,150		<b>Total Materials and Services</b>	<b>11,250</b>	<b>11,250</b>
<b>16,210</b>	<b>10,177</b>	<b>26,150</b>		<b>Total Fire Prevention</b>	<b>11,250</b>	<b>11,250</b>

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
<b>Fleet &amp; Facility Maintenance</b>						
<b>Personnel Services</b>						
-	-	160,260	00-10-5000	Base Salaries	167,630	167,630
-	-	5,000	00-10-5100	Overtime	5,000	5,000
-	-	12,160	00-10-5200	Employer Paid Taxes	13,090	13,090
-	-	27,240	00-10-5205	PERS	29,350	29,350
-	-	-	00-10-5210	Unemployment	-	-
-	-	3,590	00-10-5215	Workers Comp	3,870	3,870
-	-	130	00-10-5220	Life Insurance	110	110
-	-	37,180	00-10-5225	Medical Insurance	42,280	42,280
-	-	6,240	00-10-5230	Disability Insurance	6,490	6,490
-	-	70	00-10-5235	Employee Assistance Program	70	70
-	-	8,000	00-10-5245	HRA VEBA Contribution	8,000	8,000
-	-	259,870		<b>Total Personnel Services</b>	275,890	275,890
<b>Material and Services</b>						
130,920	154,427	130,000	00-20-6017	UTILITIES	169,870	169,870
209,039	45,493	140,000	00-20-6001	VEHICLE MAINT/PARTS DISTRICT	60,000	60,000
3,209	36,689	45,000	00-20-6002	VEHICLE MAINT/PARTS CONTRACT	45,000	45,000
22,402	114,313	160,000	00-20-6003	FUEL/OIL	160,000	160,000
34,332	45,668	60,000	00-20-6004	BUILDING MAINT & SUPPLIES	50,000	50,000
-	1,021	-	00-20-6005	REPAIRS & MAINTENANCE	10,000	10,000
988	39	5,000	00-20-6025	TRAINING & EDUCATION	-	-
2,066	-	4,660	00-20-6026	TRAVEL & PER DIEM	-	-
-	1,195	-	00-20-6027	IT SUBSCRIPTION SOFTWARE	1,500	1,500
1,100	-	5,700	00-20-6028	IT SERVICES	-	-
-	10	5,000	00-20-6029	IT HARDWARE	-	-
1,545	-	10,000	00-20-6100	RADIOS	20,000	20,000
1,260	4,532	-	00-20-7010	SERVICE CONTRACTS	-	-
7,621	-	10,000	00-20-7035	APPARATUS TESTING	10,000	10,000
414,482	403,387	575,360		<b>Total Material and Services</b>	526,370	526,370
414,482	403,387	835,230		<b>Total Fleet &amp; Facility Maintenance</b>	802,260	802,260
468,735	-	-	00-20-6901	<b>Capital Outlay</b>	-	-
<b>Debt Service</b>						
192,925	231,848	241,575	00-50-9000	Debt Service Principal	243,575	243,575
80,800	94,451	89,229	00-50-9005	Debt Service Interest	86,100	86,100
273,725	326,299	330,804		<b>Total Debt Service</b>	329,675	329,675
361,586	500,000	500,000	00-50-9999	<b>Transfers Out</b>	250,000	250,000
-	-	-		<b>Contingency</b>	500,000	500,000
2,718,479	3,276,889	500,000		<b>Unappropriated Ending Fund Balance</b>	2,262,045	2,262,045
14,281,269	14,976,990	12,763,400		<b>Total General Fund REQUIREMENTS</b>	13,809,600	13,809,600

# SICK LEAVE FUND



2022 Actual	2023 Actual	2024 Adopted	Sick Leave Fund Summary	2025 Proposed	2025 Approved
404,741	339,810	-	Beginning Fund Balance	-	-
3,194	-	-	Interest Income	-	-
-	-	-	Transfers from other Funds	-	-
<b>407,935</b>	<b>339,810</b>	-	<b>Total</b>	-	-
68,125	-	-	Personnel Services	-	-
-	339,810	-	Transfers to other Funds	-	-
339,810	-	-	Unappropriated Ending Fund Balance	-	-
<b>407,935</b>	<b>339,810</b>	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Sick Leave/Retirement Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
3,194	-	-	01-00-4020	Interest Income	-	-
-	-	-	01-00-4999	Transfers from other Funds	-	-
404,741	339,810	-	01-00-3000	Beginning Fund Balance	-	-
<b>407,935</b>	<b>339,810</b>	-	<b>TOTAL RESOURCES</b>		-	-
<b>REQUIREMENTS</b>						
Personnel Services						
68,125	-	-	01-10-5400	Sick Leave/Retirement Payout	-	-
-	339,810	-	01-50-9999	Transfers Out	-	-
339,810	-	-	Unappr. Ending Fund Balance		-	-
<b>407,935</b>	<b>339,810</b>	-	<b>TOTAL REQUIREMENTS</b>		-	-

# APPARATUS FUND



2022 Actual	2023 Actual	2024 Adopted	Appartus Fund Summary	2025 Proposed	2025 Approved
851,899	839,460	-	Beginning Fund Balance	-	-
6,608	-	-	Interest Income	-	-
200,000	-	-	Miscellaneous Revenue	-	-
<b>1,058,507</b>	<b>839,460</b>	-	<b>Total</b>	-	-
219,047	-	-	Capital Outlay	-	-
-	839,460	-	Transfers	-	-
839,460	-	-	Reserve/Ending Fund Balance	-	-
<b>1,058,507</b>	<b>839,460</b>	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Apparatus Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
6,608	-	-	02-00-4020	Interest Income	-	-
200,000	-	-	02-00-4190	Insurance Refund	-	-
200,000	-	-		Miscellaneous Revenue	-	-
851,899	839,460	-	02-00-3000	Beginning Fund Balance	-	-
<b>1,058,507</b>	<b>839,460</b>	-		<b>TOTAL RESOURCES</b>	-	-
<b>REQUIREMENTS</b>						
<b>Capital Outlay</b>						
219,047	-	-	02-40-8015	Appartus	-	-
219,047	-	-		Total Capital Outlay	-	-
<b>219,047</b>	-	-		<b>Total Apparatus</b>	-	-
-	839,460	-	02-50-9999	Transfer Out	-	-
839,460	-	-		Unappr. Ending Fund Balance	-	-
<b>1,058,507</b>	-	-		<b>TOTAL REQUIREMENTS</b>	-	-



# TANS FUND



2022 Actual	2023 Actual	2024 Adopted	TANS Fund Summary	2025 Proposed	2025 Approved
(359,270)	-	-	Beginning Fund Balance	-	-
359,270	-	-	Transfers from other Funds	-	-
-	-	-	<b>Total</b>	-	-
-	-	-	Unappropriated Ending Fund Balance	-	-
-	-	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	TANS Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>					
359,270	-	-	03-00-4999 <u>Transfers from other Funds</u>	-	-
(359,270)	-	-	03-00-3000 <b>Beginning Fund Balance</b>	-	-
-	-	-	<b>TOTAL RESOURCES</b>	-	-
<b>REQUIREMENTS</b>					
-	-	-	<b>Unappr. Ending Fund Balance</b>	-	-
-	-	-	<b>TOTAL REQUIREMENTS</b>	-	-

# RSVP FUND



2022 Actual	2023 Actual	2024 Adopted	RSVP Fund Summary	2025 Proposed	2025 Approved
13,103	(57,428)	-	Beginning Fund Balance	-	-
30,582	48,321	-	Intergovernmental Revenue	-	-
1,500	-	-	Miscellaneous	-	-
<b>45,185</b>	<b>(9,107)</b>	-	<b>Total</b>	-	-
94,596	-	-	Personnel Services	-	-
8,017	2,243	-	Materials and Services	-	-
(57,428)	(11,350)	-	Unappropriated Ending Fund Balance	-	-
<b>45,185</b>	<b>(9,107)</b>	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	RSVP Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
30,582	48,321	-	04-00-4030	Grants Revenue - RSVP	-	-
30,582	48,321	-		<b>Intergovernmental Revenue</b>	-	-
1,500	-	-	04-00-4200	Miscellaneous Revenue	-	-
1,500	-	-		<b>Miscellaneous Revenue</b>	-	-
13,103	(57,428)	-	04-00-3000	<b>Beginning Fund Balance</b>	-	-
<b>45,185</b>	<b>(9,107)</b>	-		<b>TOTAL RESOURCES</b>	-	-
<b>REQUIREMENTS</b>						
<b>Personnel Services</b>						
54,595	-	-	00-10-5000	Base Salaries	-	-
3,856	-	-	00-10-5200	FICA	-	-
8,227	-	-	00-10-5205	PERS	-	-
509	-	-	00-10-5210	Unemployment	-	-
13	-	-	00-10-5215	Workers Comp	-	-
44	-	-	00-10-5220	Life Insurance	-	-
27,065	-	-	00-10-5225	Medical Insurance	-	-
287	-	-	00-10-5230	Disability Insurance	-	-
94,596	-	-		<b>Total Personnel Services</b>	-	-
<b>Materials and Services</b>						
39	-	-	04-20-6020	Administrative	-	-
627	-	-	04-20-6025	Training & Travel	-	-
1,121	-	-	04-20-6400	Volunteer Transportation	-	-
544	-	-	04-20-6405	Meals	-	-
4,389	-	-	04-20-6410	Recognition	-	-
-	2,243	-	04-20-6900	Miscellaneous	-	-
997	-	-	04-20-7500	Liability Insurance	-	-
8,017	2,243	-		<b>Total Materials and Services</b>	-	-
<b>102,613</b>	<b>2,243</b>	-		<b>Total RSVP</b>	-	-
(57,428)	(11,350)	-		<b>Unappr. Ending Fund Balance</b>	-	-
<b>45,185</b>	<b>(9,107)</b>	-		<b>TOTAL REQUIREMENTS</b>	-	-

# FGP FUND



2022 Actual	2023 Actual	2024 Adopted	FGP Fund Summary	2025 Proposed	2025 Approved
4,440	-	-	Beginning Fund Balance	-	-
<u>4,440</u>	-	-	Total	-	-
4,440	-	-	Transfers to other Funds	-	-
<u>4,440</u>	-	-	Total	-	-



2022 Actual	2023 Actual	2024 Adopted	Account	Foster Grandparents Fund Proposed Budget	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
4,440	-	-	05-00-3000	Beginning Fund Balance	-	-
<b>4,440</b>	-	-	<b>TOTAL RESOURCES</b>		-	-
<b>REQUIREMENTS</b>						
4,440	-	-	05-50-9999	Transfers Out	-	-
<b>4,440</b>	-	-	<b>TOTAL REQUIREMENTS</b>		-	-

# HEALTH INSURANCE FUND



2022 Actual	2023 Actual	2024 Adopted	Health Ins Reserve Fund Summary	2025 Proposed	2025 Approved
111,912	112,781	-	Beginning Fund Balance	-	-
869	-	-	Interest Income	-	-
<b>112,781</b>	<b>112,781</b>	-	<b>Total</b>	-	-
-	112,781	-	Transfers to other Funds	-	-
112,781	-	-	Unappr. Ending Fund Balance	-	-
<b>112,781</b>	<b>112,781</b>	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Health Ins Reserve Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
869	-	-	06-00-4020	Interest Income	-	-
111,912	112,781	-	06-00-3000	<b>Beginning Fund Balance</b>	-	-
<b>112,781</b>	<b>112,781</b>	-	<b>TOTAL RESOURCES</b>		-	-
<b>REQUIREMENTS</b>						
-	112,781	-	<b>Transfers Out</b>		-	-
112,781	-	-	<b>Unappr. Ending Fund Bal.</b>		-	-
<b>112,781</b>	<b>112,781</b>	-	<b>TOTAL REQUIREMENTS</b>		-	-

# CAPITAL PROJECTS FUND



2022 Actual	2023 Actual	2024 Adopted	Capital Projects Fund Summary	2025 Proposed	2025 Approved
(2,316)	-	-	Beginning Fund Balance	-	-
2,316	-	-	Transfers from other Funds	-	-
-	-	-	<b>Total</b>	-	-
-	-	-	Unappropriated Ending Fund Balance	-	-
-	-	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Capital Projects Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
2,316	-	-	07-00-4999	Transfers In From Other Funds	-	-
(2,316)	-	-	07-00-3000	Beginning Fund Balance	-	-
<b>(2,316)</b>	-	-	<b>TOTAL RESOURCES</b>		-	-
<b>REQUIREMENTS</b>						
-	-	-	<b>Unappr. Ending Fund Balance</b>		-	-
-	-	-	<b>TOTAL REQUIREMENTS</b>		-	-

# GRANT FUND





2022 Actual	2023 Actual	2024 Adopted	Grant Fund (Special Revenue) Summary	2025 Proposed	2025 Approved
34,545	(143,892)	-	Beginning Fund Balance	-	-
90,520	167,190	215,000	Intergovernmental Revenue	15,000	15,000
<b>125,065</b>	<b>23,298</b>	<b>215,000</b>	<b>Total</b>	<b>15,000</b>	<b>15,000</b>
201,657	-	-	Personnel Services	-	-
65,213	45,001	15,000	Materials and Services	15,000	15,000
2,087	-	-	Capital Outlay	-	-
-	-	200,000	Transfers to other Funds	-	-
(143,892)	(21,703)	-	Unappropriated Ending Fund Balance	-	-
<b>125,065</b>	<b>23,298</b>	<b>215,000</b>	<b>Total</b>	<b>15,000</b>	<b>15,000</b>

2022 Actual	2023 Actual	2024 Adopted	Account	Grant Fund (Special Revenue) Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
-	-	15,000	08-00-4030	AFG 2021	15,000	15,000
90,520	167,190	200,000	08-00-4030	SAFER 2019	-	-
90,520	167,190	215,000		<b>Intergovernmental Revenue</b>	15,000	15,000
34,545	(143,892)	-	08-00-3000	<b>Beginning Fund Balance</b>	-	-
<b>125,065</b>	<b>23,298</b>	<b>215,000</b>		<b>TOTAL RESOURCES</b>	<b>15,000</b>	<b>15,000</b>
<b>REQUIREMENTS</b>						
<b>Personnel Services</b>						
132,115	-	-	08-10-5000	Base Salaries	-	-
9,291	-	-	08-10-5200	FICA	-	-
11,235	-	-	08-10-5205	PERS	-	-
461	-	-	08-10-5210	Unemployment	-	-
5,427	-	-	08-10-5215	Workers Comp	-	-
88	-	-	08-10-5220	Life Insurance	-	-
40,952	-	-	08-10-5225	Medical Insurance	-	-
737	-	-	08-10-5230	Disability Insurance	-	-
1,351	-	-	08-10-5240	PEHP	-	-
201,657	-	-		<b>Total Personnel Services</b>	-	-
<b>Materials and Services</b>						
6,727	84	15,000	08-20-6025	Training & Travel	15,000	15,000
7,351	5,744	-	08-20-6030	Uniforms & PPE	-	-
6,805	-	-	08-20-6032	Volunteer Recruitment/Retention-SAFER	-	-
904	-	-	08-20-6050	Medical Supplies	-	-
43,426	39,173	-	08-30-7010	Service Contracts	-	-
65,213	45,001	15,000		<b>Total Materials and Services</b>	15,000	15,000
2,087	-	-	08-40-8010	<b>Capital Outlay</b>	-	-
<b>268,957</b>	<b>45,001</b>	<b>15,000</b>		<b>Total Grants</b>	<b>15,000</b>	<b>15,000</b>
-	-	200,000		<b>Transfers To General Fund</b>	-	-
<b>(143,892)</b>	<b>(21,703)</b>	-		<b>Unappr. Ending Fund Balance</b>	-	-
<b>125,065</b>	<b>23,298</b>	<b>215,000</b>		<b>TOTAL REQUIREMENTS</b>	<b>15,000</b>	<b>15,000</b>

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# MAINTENANCE ENTERPRISE FUND



2022 Actual	2023 Actual	2024 Adopted	Maintenace Enterprise Fund Summary	2025 Proposed	2025 Approved
91,007	85,834	-	Beginning Fund Balance	-	-
46,970	-	-	Charges for Service	-	-
<b>137,977</b>	<b>85,834</b>	-	<b>Total</b>	-	-
33,744	-	-	Personnel Services	-	-
18,399	-	-	Materials and Services	-	-
-	85,834	-	Transfers to other Funds	-	-
85,834	-	-	Unappr. Ending Fund Balance	-	-
<b>137,977</b>	<b>85,834</b>	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Maintenace Enterprise Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
46,970	-	-	09-00-4080	Maintenance Shop Revenue	-	-
91,007	85,834	-	09-00-3000	<b>Beginning Fund Balance</b>	-	-
<b>137,977</b>	<b>85,834</b>	-		<b>TOTAL RESOURCES</b>	-	-
<b>REQUIREMENTS</b>						
<b>Personnel Services</b>						
18,683	-	-	09-10-5000	Base Wages	-	-
7,001	-	-	09-10-5200	FICA	-	-
3,185	-	-	09-10-5205	PERS	-	-
-	-	-	09-10-5210	Unemployment	-	-
553	-	-	09-10-5215	Workers Comp	-	-
13	-	-	09-10-5220	Life Insurance	-	-
3,863	-	-	09-10-5225	Medical Insurance	-	-
91	-	-	09-10-5230	Disability Insurance	-	-
355	-	-	09-10-5240	PEHP	-	-
33,744	-	-		<b>Total Personnel Services</b>	-	-
<b>Materials and Services</b>						
16,361	-	-	09-20-6000	Vehicle Maintenance	-	-
1,888	-	-	09-20-6015	Utilities	-	-
150	-	-	09-20-6025	Training & Travel	-	-
18,399	-	-		<b>Total Materials and Services</b>	-	-
<b>52,143</b>	-	-		<b>Total Maintenance</b>	-	-
-	85,834	-	09-50-9999	<b>Transfers Out</b>	-	-
85,834	-	-		<b>Unappr. Ending Fund Balance</b>	-	-
<b>137,977</b>	<b>85,834</b>	-		<b>TOTAL REQUIREMENTS</b>	-	-

# CAPITAL FUND



2022 Actual	2023 Actual	2024 Adopted	Capital Fund Summary	2025 Proposed	2025 Approved
-	-	60,000	Beginning Fund Balance	395,000	395,000
-	-	5,000	Interest Income	5,000	5,000
-	500,000	500,000	Transfers from other Funds	250,000	250,000
-	<b>500,000</b>	<b>565,000</b>	<b>Total</b>	<b>650,000</b>	<b>650,000</b>
-	438,487	565,000	Capital Outlay	490,000	490,000
-	-	-	Reserve for Future Exp.	160,000	160,000
-	<b>500,000</b>	<b>565,000</b>	<b>Total</b>	<b>650,000</b>	<b>650,000</b>



2022 Actual	2023 Actual	2024 Adopted	Account	Capital Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
-	-	5,000	10-00-4020	Interest Income	5,000	5,000
-	500,000	500,000	10-00-4999	Transfer In From General Fund	250,000	250,000
-	-	60,000	10-00-3000	Beginning Fund Balance	395,000	395,000
-	<b>500,000</b>	<b>565,000</b>		<b>TOTAL RESOURCES</b>	<b>650,000</b>	<b>650,000</b>
<b>REQUIREMENTS</b>						
<b>Capital Outlay</b>						
-	402,185	200,000	10-40-8005	Building Improvements	50,000	50,000
-	4,726	165,000	10-40-8010	Equipment	100,000	100,000
-	31,576	200,000	10-40-8015	Apparatus	340,000	340,000
-	<b>438,487</b>	<b>565,000</b>		<b>Total Capital Outlay</b>	<b>490,000</b>	<b>490,000</b>
-	-	-	10-60-9900	Reserve for Future Exp.	160,000	160,000
-	61,513	-	10-60-9999	Unappr. Ending Fund Balance	-	-
-	<b>500,000</b>	<b>565,000</b>		<b>TOTAL REQUIREMENTS</b>	<b>650,000</b>	<b>650,000</b>

# APPENDICES



**Personnel Summary-All Funds**

2024-25 Budget

	<b>FISCAL YEAR</b>			
	<b>Proposed 2024-25</b>	<b>Adopted 2023-24</b>	<b>Actual 2022-23</b>	<b>Actual 2021-22</b>
<b>Administration</b>				
Fire Chief	1	1	1	1
Deputy Fire Chief	0	1	1	0
Division Chief	0	0	2	3
Division Chief of Finance & Logs	1	1	0	1
Administrative Services Director	1	1	0	0
Office Manager/HR	0	0	1	0
Receptionist	.5	1	0	0
Administrative Officer/Lieutenant	0	0	1	0
<b>Totals</b>	<b>3.5</b>	<b>5</b>	<b>6</b>	<b>5</b>
<b>Fire Operations</b>				
Captain	0	0	0	0
Fire Marshall Division Chief	0	1	1	0
Battalion Chief	0	1.5	3	3
Lieutenant	9	9	9	9
Firefighter	18	28	27	27
<b>Totals</b>	<b>27</b>	<b>39.5</b>	<b>40</b>	<b>39</b>
<b>Training</b>				
Division Chief of Training	0	1	0	0
<b>Totals</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>EMS</b>				
Division Chief of EMS	1	1	0	0
Paramedic	5	6	4	4
EMT-Basic	4	0	1	1
<b>Totals</b>	<b>10</b>	<b>7</b>	<b>5</b>	<b>5</b>
<b>Fleet &amp; Facilities Maintenance Dept</b>				
Lead Mechanic	1	1	0	0
Maintenance Technician/Mechanic	1	1	2	2
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Other Support Staff</b>				
EMS Billing	0	0	0	2
EMS/Finance Assistant	0	0	1	1
RSVP Director	0	0	0	1
Recruitment & Retention	0	0	1	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>
<b>TOTAL FTE</b>	<b>42.5</b>	<b>54.5</b>	<b>55</b>	<b>56</b>

# Personnel Cost Summary

2024-25 Budget

PERSONNEL FY 2024-25	SALARY	TOTAL BENEFITS	TOTAL BUDGETED PERSONNEL
<b>Admin Dept</b>			
Fire Chief	150,696	82,207	232,903
Division Chief of Administration	143,640	84,375	228,015
Administrative Services Director	77,736	37,532	115,268
Receptionist (Part-Time)	21,216	33,847	55,063
Duty Officer	127,752	41,751	169,503
Overtime Admin	1,000	381	1,381
<b>Fire Operations</b>			
Firefighter 2	86,844	56,806	143,650
Firefighter 4	109,644	73,265	182,909
Lieutenant	115,860	55,214	171,074
Firefighter 4	105,324	71,730	177,054
Firefighter 4	109,644	73,219	182,863
Lieutenant	115,860	75,173	191,033
Firefighter 4	105,324	71,807	177,131
Firefighter 4	105,324	71,807	177,131
Firefighter 4	109,644	53,299	162,943
Lieutenant	115,860	75,251	191,111
Firefighter 2	86,844	57,012	143,856
Lieutenant	105,324	71,807	177,131
Firefighter 2	86,844	45,891	132,735
Firefighter 2	86,844	65,913	152,757
Firefighter 2	95,532	48,616	144,148
Firefighter 4	109,644	53,130	162,774
Firefighter 4	109,644	73,312	182,956
Firefighter 2	86,844	56,795	143,639
Lieutenant	115,860	75,120	190,980
Firefighter 3	91,188	67,122	158,310
Firefighter 4	81,516	43,910	125,426
Lieutenant	115,860	74,935	190,795
Firefighter 2	89,460	46,585	136,045
Lieutenant	108,480	72,840	181,320
Lieutenant	115,860	75,173	191,033
Lieutenant	115,860	75,173	191,033
Firefighter 0	86,652	56,910	143,562
Firefighter/Paramedics	250,000	80,523	330,523
Firefighter 4	100,000	8,650	108,650
Overtime Ops	750,000	238,928	988,928
<b>Training</b>			
Division Chief of Training	-	-	-
<b>EMS</b>			
Division Chief of EMS	133,572	79,643	213,215
Paramedic (Single Role 3)	89,592	61,330	150,922
Paramedic (Single Role 1)	81,948	39,493	121,441
Paramedic (Single Role 1)	81,948	59,425	141,373
Paramedic (Single Role 1)	81,948	59,437	141,385
Paramedic (Single Role 1)	81,948	59,287	141,235
EMT-Basic (Single-Role)	53,184	51,643	104,827
EMT-Basic (Single-Role)	55,680	52,314	107,994
EMT-Basic (Single-Role)	53,184	51,643	104,827
EMT-Basic (Single-Role)	53,184	51,643	104,827
Medical Director	-	-	-
Overtime EMS	25,000	6,706	31,706
<b>Fleet Maintenance Dept</b>			
Maintenance Tech	89,568	52,491	142,059
Maintenance Tech	78,060	49,416	127,476
Overtime Fleet	5,000	1,341	6,341
<b>TOTALS</b>	<b>5,353,440</b>	<b>3,021,821</b>	<b>8,375,261</b>

**Proposed Budget  
Transfer Detail  
FY 2024-25**

<u>Accounts</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
00-00-4999	Transfers from other Funds		-
00-50-9999	Transfers Out	250,000	
08-00-4999	Transfer In		-
08-50-9999	Transfer Out to General Fund	-	
10-00-4999	Transfer In		250,000
10-50-9999	Transfer Out to General Fund	-	
		250,000	250,000

**COLUMBIA RIVER FIRE & RESCUE**

**Budget**

**Transfer Summary**

**FY 2024-25**

	<u>Out</u>	<u>In</u>
General Fund	250,000	-
Capital Fund	-	250,000

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<b>Total Transfers Out and In</b>	<b>250,000</b>	<b>250,000</b>
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**CRFR  
2024-25 Budget**

<u>ORS Requirement</u>	<u>Timeline / Due Dates</u>	<u>Calendar</u>	<u>City Process</u>
<b>ORS 294.426</b> Prepare Proposed Budget	4/1/24		Budget worksheets to Departments.
<b>ORS 294.426</b> Prepare Proposed Budget	4/16/24		Departments return completed budget request forms to Finance.
<b>ORS 294.331</b> Appoint Budget Officer	4/16/24		Appoint acting Budget Officer & Budget Committee Members at Board Meeting. (Completed in 2023 Res: 22-23-33)
<b>ORS 294.401</b> Publish 1st Notice of Budget Committee Meeting	5/15/24		Submit budget committee meeting notice for publication on 5/15/24. The publication date should list the first date of the actual meeting and any additional dates if necessary. Publish <u>no more</u> than 30 days before the meeting. Obtain affidavit of publication from newspaper.
<b>ORS 294.401</b> Publish 2nd Notice of Budget Committee Meeting	5/31/24		Submit 2nd meeting notice for publication on 5/31/24. The publication date should list the first date of the actual meeting and any additional dates if necessary. Publish <u>no later</u> than 6/7/24 or 5 days before the meeting OR post on website at least 10 days before the meeting. Obtain affidavit of publication from newspaper.
<b>ORS 294.426</b> Budget Committee Meets	6/12/24 6:00PM		Committee meets to receive the 2024-25 budget message and budget presentation of the proposed budget. Proposed budget will be on file in the office by this date. Budget Committee hears any public comment or testimony at the end of the budget presentation.
<b>ORS 294.428</b> Approve Budget			When the Budget Committee is satisfied with the budget, including any additions or deletions, it is approved and forwarded to the Board for the adoption process.
<b>ORS 294.448</b> Publish Budget Summary & Notice of Budget Hearing	6/14/24		LB-1 - Submit newspaper publication of financial summary, notice of budget hearing. Publish <u>no later</u> than 06/21/24 or 5 days before the hearing. Obtain affidavit of publication from newspaper.
<b>ORS 294.453</b> Public Hearings	6/27/24 6:00PM		Board holds public hearing on the approved budget.
<b>ORS 294.456</b>	6/27/24 6:00PM		Board adopts budget, makes appropriations, impose taxes and categorize taxes.
<b>ORS 294.458</b> Submit Tax Certification Document to Assessor	6/29/24		Submit LB50 and copies of adopted budget to Assessor's office no later than 7/15 each year. Submit copies to county clerk no later than 9/30 each year.

Updated as of April 1, 2024

**NOTICE OF BUDGET HEARING**

A public meeting of the Columbia River Fire & Rescue's Board of Directors will be held on June 27, at 6:00pm to hold a public hearing and discuss the annual budget for the fiscal year beginning July 1, 2024 as approved by the Budget Committee. A summary of the approved budget is presented below. A complete copy of the budget may be obtained online at [www.crfr.com](http://www.crfr.com). This budget was prepared on the modified accrual basis of accounting, which is consistent with the prior year.

This meeting will be a hybrid meeting, with the option to attend in person at Columbia County 911 Admin Bldg or via Teams. This is to enable interested citizens to listen to and participate in the meeting. Should you wish to speak during the public hearing portion of the meeting, you may sign up by contacting the District prior to the meeting. Written comments may be provided in advance of the meeting by sending an email to [lehnerk@crfr.com](mailto:lehnerk@crfr.com). If you desire to participate in the public hearing, and are unable to provide written comments, please contact the District prior to the scheduled meeting time.

Contact: Kate Lehner

Telephone: 503-397-2990 Email: [lehnerk@crfr.co](mailto:lehnerk@crfr.co)

**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount FY 2022-23	Adopted Budget FY 2023-24	Approved Budget FY 2024-25
Beginning Fund Balance/Net Working Capital	3,895,044	1,460,000	2,895,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,186,124	2,193,000	2,246,000
Federal, State & all Other Grants, Gifts, Allocations & Donations	244,814	265,000	15,000
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	1,877,884	700,000	250,000
All Other Resources Except Current Year Property Taxes	227,429	95,400	108,600
Current Year Property Taxes Estimated to be Received	8,437,771	8,830,000	8,960,000
<b>Total Resources</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>14,474,600</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	9,414,893	9,601,430	8,423,260
Materials and Services	1,506,153	1,846,166	2,059,620
Capital Outlay	438,487	565,000	490,000
Debt Service	326,299	330,804	329,675
Interfund Transfers	1,877,885	700,000	250,000
Contingencies	0	0	500,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	3,305,349	500,000	2,422,045
<b>Total Requirements</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>14,474,600</b>

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM**

Name of Organizational Unit or Program FTE for that unit or program			
Personnel	9,414,893	0	0
FTE	55.00	0.00	0.00
Admin	708,803	1,623,115	1,805,120
FTE	0.00	5.00	3.50
Fire Operations	50,541	7,203,130	6,085,990
FTE	0.00	39.50	27.00
EMS	242,705	1,421,371	1,678,760
FTE	0.00	7.00	10.00
Training	43,296	323,600	84,500
FTE	0.00	1.00	0.00
Fire Prevention	10,177	26,150	11,250
FTE	0.00	0.00	0.00
Fleet/Facilities Maintenance	403,387	835,230	802,260
FTE	0.00	2.00	2.00
RSVP	2,243	0	0
FTE	0.00	0.00	0.00
Grants	45,001	15,000	15,000
FTE	0.00	0.00	0.00
Capital	438,487	565,000	490,000
FTE	0.00	0.00	0.00
Not Allocated to Organizational Unit or Program	5,509,533	1,530,804	3,501,720
FTE	0.00	0.00	0.00
<b>Total Requirements</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>14,474,600</b>
<b>Total FTE</b>	<b>55.00</b>	<b>54.50</b>	<b>42.50</b>



**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**

*During FY23-24, CRFR underwent significant restructuring in order to achieve the necessary cost savings to ensure the financial health of the District. Personnel costs were reduced by 11.5FTE through attrition, lay-offs, and restructuring of the staffing model and this has been carried into the FY24-25 Approved Budget. Please note, beginning in FY23-24, Personnel has been allocated to their specific cost centers (org unit) for the proposed budget.*

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed FY 2022-23	Rate or Amount Imposed FY 2023-24	Rate or Amount Approved FY 2024-25
Permanent Rate Levy (rate limit <u>2.9731</u> per \$1,000)	2.9731	2.9731	2.9731
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$1,735,000	\$0
Other Borrowings	\$207,477	\$0
<b>Total</b>	<b>\$1,942,477</b>	<b>\$0</b>

# Columbia River Fire & Rescue

Book \_\_\_\_\_ Page \_\_\_\_\_

## Resolution #: 2023-24-14

In the Matter of; adopting a budget,    )  
Making appropriations, declaring a    )  
Tax levy, and categorizing taxes        )

**WHEREAS**, Columbia River Fire & Rescue has appointed a budget committee, held committee meetings, and had the Budget committee approve a budget and a property tax rate. Now, therefore:

**BE IT RESOLVED**, that the Board of Directors of Columbia River Fire & Rescue hereby adopts the budget for the fiscal year 2024-25 in the aggregate sum of **\$14,474,600** and that this budget is now on file in the Administration Office of the Fire District.

**BE IT RESOLVED**, that for the fiscal year beginning July 1, 2024 for the purposes shown below the amounts are hereby appropriated as follows:

General Fund	
Admin	\$ 1,805,120
Fire Operations	6,085,990
Training	84,500
EMS	1,678,760
Fire Prevention	11,250
Fleet/Facility Maint	802,260
Not Allocated to Org Unit:	
Debt	329,675
Transfers	250,000
Contingency	500,000
Total	<u>\$ 11,547,555</u>
Grants Fund	
Grant Programs	\$ 15,000
Total	<u>\$ 15,000</u>
Capital Fund	
Capital	\$ 490,000
Total	<u>\$ 490,000</u>
Total Appropriations	<u>\$ 12,052,555</u>
Total Unappropriated Amounts All Funds	<u>\$ 2,422,045</u>
TOTAL ADOPTED BUDGET	<u>\$ 14,474,600</u>

**BE IT RESOLVED**, that the Board of Directors for Columbia River Fire & Rescue hereby imposes the taxes provided for in the adopted budget at the rate of \$2.9731 PER \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2024-25 upon the assessed value of all taxable property within the District, and that this amount is the permanent rate limit assigned to the District.

**GENERAL  
GOVERNMENT**  
Permanent Rate \$2.9731/\$1000

**EXCLUDED FROM  
LIMITATION**  
-0-

This matter having come before the Board was PASSED AND ADOPTED, by the Board of Directors of Columbia River Fire & Rescue on this 27th day of June 2024.

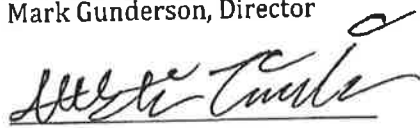
**COLUMBIA RIVER FIRE & RESCUE BOARD OF DIRECTORS**

\_\_\_\_\_  
Ryan Welby, Vice President

  
Richard Fletcher, Secretary/Treasurer

  
Mark Gunderson, Director

  
Paul Rice, Director

  
Austin Zimbrick, Director

# Section 10

## Dispatch / Communications

Columbia River Fire and Rescue currently works with Columbia 911 (PSAP) and has no issues working with them into the future. We have the ability to work with CAD in all of our ambulances. In addition we have GPS transponders in 7 of our 8 ambulances. Any new ambulances purchased will have GPS transponders. The ambulance without the GPS transponder will be phased out when a new ambulance is purchased in the 2024/2025 fiscal budget year.



Section

11

## Hospital Relations and Community Education - Complaint protocol, community involvement

Columbia River fire and Rescue has a long positive standing with Hospitals. Columbia River Fire and Rescue is involved with OHA EMS and Trauma System as well as the HPO Steering Committee. Our current Physician Supervisor works at Goodsam Emergency Room.

**Community Education** - Columbia River Fire and Rescue has pride in Community Education. CRFR helps at several community events, is always available to answer community questions, and is involved in a NARCAN distribution program.

**Complaint protocol** - Columbia River Fire and Rescue has an internal complaint protocol. All EMS complaints go to the EMS Chief for review and investigation. CRFR is currently working on a complaint process with the County ASA committee / Public Health and plans on using the reporting method through Public Health when it is completed.



# Section 12



## Personnel work life balance, wage/benefit, career opportunities

Columbia River Fire and Rescue prioritizes work/life balance of its employees by providing vacation and sick leave accrual that exceeds the industry standard. In addition employees are given extra vacation for working holidays and allowed unlimited shift trades options that help promote a positive workplace culture. The wage and benefits offered by the CRFR are competitive, ensuring that employees are fairly compensated for their hard work and dedication. Additionally, Columbia River Fire and Rescue provides various career opportunities for growth and advancement within the organization, allowing employees to pursue their professional goals and develop their skills in the field of EMS / firefighting services. CRFR hiring practices and promotions are governed under the Civil Service Commission.

- Labor Agreement attached



**LABOR AGREEMENT**

Between

**COLUMBIA RIVER FIRE & RESCUE**



And

**ST. HELENS PROFESSIONAL FIREFIGHTERS ASSOCIATION IAFF  
LOCAL NO. 3215**



**Expires June 30, 2025**

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**PREAMBLE**

This AGREEMENT is entered into by and among Columbia River Fire and Rescue hereinafter "District", and the International Association of Firefighters Local 3215 hereinafter "Union." It is the purpose of this Agreement to achieve and maintain harmonious relations between the District and the Union; to provide for equitable and peaceful adjustments of contract differences that may arise; and to establish proper standards of wages, hours, terms, and working conditions of employees within the bargaining unit.

This contract shall constitute the Agreement with respect to wages, hours of work, terms, and other conditions of employment.

**ARTICLE I – DURATION**

This Agreement shall be effective as of final execution by both parties and shall be in effect through and including June 30, 2025.

Either party wishing to modify, through negotiations, the terms of this Agreement may do so by notifying the other party, in writing, no later than October 15, 2024.

This Article shall not preclude the Union and the District from either (1) meeting during the period of the contract at the request of either party to discuss procedures for avoiding grievances and other problems and for generally improving relations between the parties or (2) negotiating on any matter during the open negotiation period before termination.

**ARTICLE II – RECOGNITION**

The District recognizes the Union as the sole and exclusive bargaining representative of all paid professional Firefighters/EMTs (FF/EMTs), and Single Role EMTs(SREMTs) of the District. This recognition specifically excludes Volunteers, Mechanics, Administrative personnel, Chief Officers, Fire Marshals, Fire Inspectors, temporary/ part-time employees, and supervisory personnel as set forth in ORS 243.650

**ARTICLE III - SECURITY & CHECKOFF**

**Section 1.** Commencing on the effective date of this Agreement the District agrees to deduct from the paycheck of each employee, who has authorized it, regular monthly dues uniformly required of members of the Union. The amounts deducted shall be transmitted by the fifth (5th) of the following month to the Union, by direct deposit to a designated Union bank account, on behalf of the employee involved. Authorization for such deduction shall be in writing, signed by the employee, and may be revoked by the employee upon written request at the expiration of this contract on June 30. Employees have the voluntary choice of whether to become members of the Union.

**Section 2.** The Union agrees that it will indemnify and save the District harmless from all suits, actions, and claims against the District or persons acting on behalf of the District arising out of the District's faithful compliance with the terms of this article, provided the District notifies the Union in writing of such claim and tenders the defense to the Union.

#### **ARTICLE IV - MANAGEMENT RIGHTS**

It is recognized that an area of responsibility must be reserved so that the District can serve the public effectively. Except to the extent expressly abridged by specific provisions of this Agreement, it shall be recognized that the responsibilities of management are exclusively functions to be exercised by the District and are not subject to negotiation or the grievance procedure. By way of illustration and not limitation, the following are listed as such management functions:

- 1) The determination of the District's financial, budgetary, accounting, and organization policies and procedures.
- 2) The continuous overseeing of personnel policies and procedures and programs promulgated under any ordinance or administrative order of the District establishing personnel rules and regulations not inconsistent with any other term of this Agreement.
- 3) The management and direction of the workforce including, but not limited to, the right to determine the methods, processes, and manner of performing work; the determination of the duties and qualifications to be assigned or required and determination of job classification; the right, subject to the Civil Service Rules and Appeals Procedure, to discipline or discharge for proper cause; the right to lay off for lack of work or funds; the right to abolish positions or reorganize the stations or divisions; the right to determine schedules of work or staffing requirement at specific stations; the right to purchase, dispose and assign equipment or supplies; the right to contract or subcontract any work; and the right to determine staffing requirements of the apparatus.



## **ARTICLE V - HOURS OF WORK AND OVERTIME**

### **Section 1. OVERTIME**

The District agrees to pay overtime at the rate of time and one-half of the employee's regular rate of pay (base rate plus certification, education, and longevity incentives) to any;

1a) FF/EMT for hours worked in excess of 182 hours in a twenty-four (24) day work period in accordance with the FLSA.

1b) SR/EMT for hours worked in excess of forty (40) hours in a week.

### **Section 2. WORK SCHEDULES**

2a) The FF/EMTs will work a forty-eight/ninety-six (48/96) shift schedule. This is a three (3) platoon system (A B C shifts) in which each employee will work two (2) consecutive twenty-four (24) hour shifts for a total of forty-eight (48) hours on duty and have ninety-six (96) consecutive hours off duty. The normal on-duty assignment is commonly referred to as a "Rotation".

2b) Off-duty FF/EMT shift personnel may be subject to recall for emergency duty as determined and directed by the District.

2c) While on the forty-eight/ninety-six (48/96) schedule, a "shift" or "duty shift" shall consist of either the first or second twenty-four (24) hours of the forty-eight (48) hour work period. Each "Rotation" will be comprised of two (2) twenty-four (24) hour shifts for the purposes of vacation and sick leave usage.

2d) When calling in sick, FF/EMT personnel may only call in pertaining to one (1) twenty-four (24) hour shift at a time unless they are requesting FMLA.

2e) The SR/EMTs will work twelve (12) hours on, followed by twelve (12) hours off. This cycle will repeat for four (4) days, to be followed by four (4) calendar days off. If any changes are made to the shift, (i.e. days off, start or end times) the District will give a minimum of thirty (30) days' notice.

2f) When calling in sick, SR/EMT personnel may only call in pertaining to one (1) twelve(12) hour shift at a time unless they are requesting FMLA.

2g) Employees placed on light duty, as determined, and directed by the District, may be placed on a modified work week. A modified work week shall consist of forty (40) hours per week. A minimum of one week of forty (40) hour work assignment must be assigned for the employees' benefits to be converted to forty (40) hour work week accrual and usage.

**Section 3.** The District agrees to pay time and one half to each FF/BMT &/or SR/EMT that may be required to fill a temporary vacancy (within their job classification) of less than forty-five (45) calendar days before making a Temporary Appointment. For an employee's long-term leave of forty-five (45) calendar days or more (i.e., family leave, surgery), the District may make a Temporary Appointment beginning with the first shift. Personnel assigned to a Temporary Appointment will be governed by Job Description JD-22 Temporary Firefighter. A Temporary Appointment will be for a maximum of ninety (90) continuous calendar days per FTE position, beginning with the first shift worked.

**Section 4.** Upon approval of the Chief or his/her designee, the District will allow employees to have the right to exchange shifts without limit so long as the person working the trade time is qualified to perform the duties of the position. When scheduled, shift trades will have zero economic impact on the District, i.e. may not create overtime.

**Section 5.** It shall be the responsibility of the Chief or his/her designee to see that a minimum of ten (10) paid FF/EMT personnel, as listed below are assigned each day.

3 - Company Officers

7 - Firefighters

**NOTE:** Six (6) of the ten (10) listed above must be Paramedic certified without restrictions by the State of Oregon Health Division.

**5a)** In order to maintain the minimum FTE Firefighter/EMT and Paramedic staffing levels outlined above, the District will follow SOP B-03a. To the extent that the District may want to modify SOP B-03a during the term of this agreement, it will bargain with the Union as may be required by PECBA.

**5b)** In order to maintain the minimum FTE Firefighter/EMT & Paramedic staffing levels outlined above, the District agrees to maintain a minimum of thirty-six (36) Firefighter/EMTs employed at CRFR.

**5c)** When the District determines to staff additional stations with paid personnel, a (FTE) Company Officer will be assigned to each location.

**Section 6.** No FF/EMT shall work more than three (3) consecutive shifts. Twenty-four (24) hours of continuous off-duty time must be taken if a FF/EMT works three (3) consecutive shifts. FF/EMTs may request an exception from this rule from the Operations Chief or his designee to work a fourth (4<sup>th</sup>) consecutive shift. Such requests will be considered and approved or denied on a case-by-case basis. If a FF/EMT works ninety-six (96) consecutive hours, they must be off work for the following forty-eight (48) hours.

**Section 7.** Overtime paid for alarm call back shall be at a minimum of one and one-half (1½) hours. In the case of a major emergency or alarm all employees, not on sick leave or vacation, shall report to their assigned duty station if notified of a "GENERAL ALARM."

**Section 8.** Emergency Conflagration Act

**8a) Assignment Definition-** An assignment is defined as the time period (days) between the first reporting location on the original resource order (muster location) and commencement upon return to the home station and includes the two (2) hour restoration time.

**8b) Length of Assignment standard-** assignment length is up to fourteen (14) days exclusive of travel from and to the home station with possible assignment extension.

**8c) Recovery Time-** Upon return to the home station from an emergency conflagration act assignment, if an employee is on shift, employees will be given the remainder of their shift off on "paid administrative leave".

**ARTICLE VI - LEGAL DEFENSE**

**Section 1.** The District shall provide, at no cost to the employee, legal defense in conjunction with any proceeding brought against him/her, arising out of the conduct of the employee which is within the course and scope of his/her employment.

**Section 2.** The District shall provide liability coverage that equals or exceeds that required by state statute for all personnel which will cover members for loss due to civil action as prescribed in Section 1.

**ARTICLE VII - LIFE INSURANCE**

The District shall maintain at no cost to the employee a life insurance contract with a face value of \$20,000 to each full-time employee covered by this Agreement at the expense of the District. The District shall furnish any employee with a written description of such insurance policy upon request.

**ARTICLE VIII - HOLIDAYS AND VACATION TIME**

**Section 1. A)** Each fifty-six (56) hour (FF/EMT) employee shall be granted, on a prorated basis, five(5) paid shifts (24 hours each) off per fiscal year in lieu of holidays. Each forty (48) hour (SR/EMT) employee shall be granted, on a prorated basis, eight (8) paid shifts (12 hours each) off per fiscal year in lieu of holidays.

**B)** Each employee that works any of the following: July 4, Thanksgiving, Christmas Day, will accrue one (1) additional day of Floating Holiday per identified holiday worked.

**Section 2.** The accrual of vacation time shall be determined by the employee's "years of service anniversary date" defined as July 1 of the calendar year the Union Member was hired.

An employee hired on or after January 1 shall accrue vacation time on a prorated basis of three(3) shifts per twelve(12) months until June 30.

Years of service anniversary date shall apply only to vacation time accrual.  
Full-time fifty-six (56) hour FF/EMTs shall receive vacation time as follows:

<b>YEARS OF SERVICE</b>	<b>AMOUNT OF VACATION TIME</b>
After 1 year	3 Shifts - 72 hrs (24 hrs shifts)
After 2 years	6 Shifts - 144
After 5 years	9 Shifts - 216
After 10 years	12 Shifts - 288
After 15 years	15 Shifts - 360
After 20 years	18 Shifts - 432
After 25 years	21 Shifts - 504

Years of service anniversary date shall apply only to vacation time accrual.  
Full-time forty-eight (48) hour SR/EMTs shall receive vacation time as follows:

<b>YEARS OF SERVICE</b>	<b>AMOUNT OF VACATION TIME</b>
After 1 year	4 shifts - 48 hrs (12 hr shifts)
After 2 years	9 shifts - 108
After 5 years	14 shifts - 168
After 10 years	18 shifts - 216
After 15 years	23 shifts - 276
After 20 years	27 shifts - 324

**Section 3.** In the event a non-probationary employee terminates his/her employment or is terminated due to death, retirement, or disability, the employee or his/her beneficiary shall

receive full pay for all unused vacation time from the preceding year and for all unused holiday and vacation time from the current year on a prorated basis.

**Section 4.** Vacation time does not accrue until the end of a fiscal year, except in the case of termination as set forth in Section 3 of this Article. Vacation time accrued at the end of a fiscal year shall be taken the following fiscal year.

**Section 5.** Holiday and vacation time shall not be accumulated from year to year. There shall be no pay instead of taking holidays and vacation, except:

- a) In those extraordinary situations in which it is not possible for the employee to take the holidays and/or vacation time, and subject to the approval of the Chief or his/her designee.
- b) In the case of termination as set forth in Section 3 of this Article.
- c) In instances presented under Article XII, Section 8.
- d) In instances presented under Article VIII, Section 8.

**Section 6.** FF/EMTs shall be permitted to request vacation time and holidays on either a twelve(12) or twenty-four(24) hour basis. Vacation time and holidays shall be scheduled by mutual agreement between the firefighters and the Chief, or his/her designee, based on the efficient operating needs of the District, and availability of relief. The FF/EMTs shall be allowed two (2) members of the assigned shift force to be off on vacation or holiday per shift, except during periods of long-term illness or injury over five (5) shifts. During this long-term illness or injury, only one person may be off, up to a maximum of forty-five (45) days after notification of the length of injury or illness. No scheduled vacation shall be canceled, but requests may be denied. Holiday and vacation time shall be considered together when being requested and shall be requested as follows:

- (a) Initial Holiday and vacation time scheduling for the next fiscal year may begin on May 1 of the current fiscal year. In order of seniority, each FF/EMT will be allowed to request up to six (6) shifts together. These six (6) shifts will be referred to as the firefighter's "first choice." Once all members have had the opportunity to schedule their "first choice", each member will be allowed to schedule their remaining holiday and vacation days, "second choice". The Union shall determine how long is appropriate for each member to have to schedule their first and second choice before moving on to the next senior member.
- (b) Once the initial vacation scheduling is complete, the remaining shifts will be requested on a first come first served basis. When more than one FF/EMT requests the same vacation/ holiday slot, and all requests are submitted on the same day, seniority will prevail. If during the current year, a vacation/ holiday is canceled, a notice through Crew Sense will be sent to the shift and it will be open for 24 hours. If more than one FF/EMT request it within 24 hours, then seniority will prevail.

**Section 7.** SR/EMTs shall be permitted to request vacation time and holidays on a twelve (12) hour basis. Vacation time and holidays shall be scheduled by mutual agreement between the SR/EMTs and the Chief, or his/her designee, based on the efficient operating needs of the District. The SR/EMTs shall be allowed one (1) member of the assigned shift force to be off on vacation or holiday per shift, except during periods of long-term illness or injury over five (5) shifts. During this long-term illness or injury, zero (0) members may be off on vacation or holiday per shift. No scheduled vacation shall be canceled, but requests may be denied. Holiday and vacation time shall be considered together when being requested and shall be requested as follows:

- (a) Each SR/EMT will be allowed to request up to six (6) shifts together on a seniority basis. These six (6) shifts will be referred to as the SR/EMT's "first choice." This first choice will take priority over other time which may be requested by another SR/EMT who may have the seniority (provided it is not the other SR/EMT's first choice).
- (b) Once the initial vacation scheduling is complete, the remaining shifts will be requested on a first come first served basis. When more than one SR/EMT requests the same vacation/ holiday slot, and all requests are submitted on the same day, seniority will prevail. If during the current year, a vacation/ holiday is canceled, a notice through Crew Sense will be sent to the shift and it will be open for 24 hours. If more than one SR/EMT requests it within 24 hours, then seniority will prevail

**Section 8.** If while on vacation or holiday, an employee is stricken with a serious health condition, as defined by applicable family medical leave laws, scheduled unused holiday or vacation times may be canceled upon timely notification to his/her immediate supervisor, and sick leave used instead. The employee will notify the District as soon as possible and at the discretion of the Chief or his/her designee, may be asked to provide a doctor's slip.

**Section 9.** An employee will be considered to be on vacation from the time he/she gets off duty from his/her last duty shift or work day prior to the shift scheduled for vacation and will continue until his/her return to his/her next scheduled duty shift or work day that they're assigned.



## ARTICLE IX - DISABILITY AND SICK LEAVE

**Section 1.** The District shall provide permanent disability insurance coverage to all employees providing for up to 66 2/3% of their regular pay (base pay plus incentives) up to \$5,000 monthly benefit starting not more than ninety(90) days after disability and continuing to age sixty-five(65). In the event a pretax plan is offered, the District will offer a plan paying an employee's regular pay (base pay plus incentives) up to \$7,000 monthly salary at a benefit level of 60%. The District's Health Insurance Committee will be responsible for mutually agreed upon disability insurance coverage. The committee will first present its proposed recommendation(s) to a non-binding, advisory vote of all District employees to receive their input. The committee will then present a final insurance package recommendation to the District's Board of Directors for adoption, decided by a majority vote of the committee.

**Section 2.** For FF/EMTs hired before June 30, 2017, sick leave shall be allowed to accumulate at a rate of one (1) twenty-four (24) hour shift per month.

**2a)** FF/EMTs sick leave shall continue to accumulate during periods of sick leave with pay until the employee has been off on sick leave for ten(10) consecutive shifts at which time sick leave will not accumulate until the employee returns to duty.

**2b)** For FF/EMTs hired after July 1, 2017, sick leave shall be allowed to accumulate at a rate of fourteen (14) hours per month. Sick leave shall continue to accumulate during periods of sick leave up to one (1) year.

**2c)** SR/EMTs will accumulate sick leave at a rate of one (1) twelve-hour shift per month. Sick leave shall continue to accumulate during periods of sick leave up to one (1) year.

Sick leave will not be paid to an employee for an injury or illness procured while working for wages on a job outside of his/her employment with the District for the first sixty (60) calendar days of such sick leave unless payment is recommended by the Chief and approved by the Board.

**Section 3.** For FF/EMTs hired before June 30, 2017, After accumulating sixty (60) shifts of sick leave the employee shall receive one(1) shift off (Sick Leave Holiday-SLH) for each six(6) month period in which no sick leave was used (donated SL hours will not count as used hours in this instance). Each earned SLH shall be taken within twelve (12) months of the date earned or it will be lost.

- a) For FF/EMTs hired after July 1, 2017, after accumulating thirty-five (35) shifts of sick leave, that member shall receive one (1) shift off for each six (6) month period in which no sick leave was used.

- b) For SR/EMTs, after accumulating fifty-five (55) shifts of sick leave, that member shall receive one (1) shift off for each six (6) month period in which no sick leave was used.

**Section 4.** The District will keep and maintain complete and accurate records at all times of the accumulation of each individual employee's sick leave.

**Section 5.** An employee's Sick Leave balance will be charged by the hour.

**Section 6.** The District does not require a mandatory sick slip, although the Chief or his/her designee may require such a slip if he/she believes circumstances warrant and/or as required by applicable State and Federal family medical leave laws. The Chief, or his/her designee, may require verification of the employee's physical condition by the District physician at the District's expense.

**Section 7.** Sick leave used to attend a legitimately ill family member shall be limited to the period that the employee's attendance is actually required, not to exceed two (2) consecutive shifts. Any additional time needed will require an applicable family medical leave request and the documentation to be submitted by the employee and approved by management before their next scheduled workday. Requests not qualifying as family medical leave may be denied. Family members shall be defined as those defined by State and Federal mandates.

**Section 8.** When an occupational claim occurs in the course of employment, the District shall, upon the employee's submission to the payroll department of any time loss payment received under Workers Compensation laws, pay the employee's regular salary.

The employee will notify the District in writing immediately upon receipt of any payment from Workers Compensation. Should double payments be received, the District shall be reimbursed the pay period following the discovery of the double payments, and if not reimbursed, may automatically deduct any overpayment in full from the employee's next paycheck, or any subsequent paycheck if there is not a sufficient amount in the next paycheck

**Section 9.** Upon written application by the employee, sick leave without pay may be granted by the District for the remaining period of disability after the accrued sick leave has been exhausted. The District may require a physician's report of progress periodically during the period of disability.

**Section 10.** An employee having accumulated sick leave may transfer a portion of his/her accumulated sick leave to any other employee who is suffering from an injury, disability, or illness preventing the employee from returning to work who has exhausted all of his/her accumulated sick leave, accrued vacation time and other leave with pay to which the employee may be entitled.

10a) Sick leave contributions may be made only in units of whole shifts.

**10b)** At such time as the employee qualifies for the disability insurance coverage as provided for in Section 1 of this Article, he/she shall not be eligible to receive transfers of sick leave as provided in this Section.

**10c)** Records of donated sick leave hours will be maintained by the Union, with the ability to show the amount, date & time of donation, donor, and recipient. These records will be shared with the District when any time is donated or utilized. The intent is to have both parties' records showing the same amounts of donated and utilized time.

**10d)** Employees donating sick leave hours to another member must have a minimum balance of two hundred and forty (240) hours after their donation.

**Section 11.** After a continuous period of sick leave and/or disability of sixteen(16) months (160 work shifts for FF/EMTs) or two hundred and forty(240) work shifts for SR/EEMTs the employer has the right to fill the position with a permanent replacement. Upon certification by a physician, prior to the expiration of the sixteen months, the employee shall be able to return to work within sixty(60) calendar days of the end of the sixteen-month period, without any conditions or restrictions on the employee's performance and duties, the replacement of the employee shall be waived. Should the employee not be able to return to unrestricted duty within the sixty (60) day extension, the employee may be replaced.

**Section 12.** In the event an employee is terminated due to death, retirement, or permanent disability, the employee or his/her beneficiary shall receive his/her regular rate of pay for the employee's balance of unused sick leave, up to sixty (60) shifts of unused sick leave. Under no other circumstances does an employee leaving service to the District receive pay for accumulated and unused sick leave.

**ARTICLE X - FUNERAL LEAVE**

Paid Funeral leave of up to two (2) shifts, shall be granted to employees to attend the funeral of an immediate family member. "Immediate family member" is defined as the employee's spouse, parent, grandparent, children, including foster and stepchildren, brothers, sisters, present mother-in-law, father-in-law, present brother-in-law and sister-in-law, grandchildren, same-sex domestic partner, and legal dependents. Up to fifteen (15) calendar days off (leave without pay) may be granted by the District at the employee's written request to attend to the affairs of the estate of a family member. Bereavement leave under OFLA will run concurrently with funeral leave under this article.

**ARTICLE XI - HEALTH AND WELFARE**

**Section 1.** For the term of this Agreement, the District agrees to provide a medical, dental, and vision plan ("health insurance") to all full-time employees and their legal dependents as provided herein.

a) The District and the Union shall maintain an Insurance Committee consisting of two (2) District management personnel (selected by the Administration) and two (2) Union Local 3215 represented personnel (elected by vote of the membership). The committee's meetings shall be open to employees, and committee presentations shall be made to employees throughout the process. The committee will first present its proposed recommendation(s) to a non-binding, advisory vote of all District employees to receive their input. The committee will then present a final insurance package recommendation to the District's Board of Directors for adoption, decided by a majority vote of the committee.

b) The Insurance Committee's final recommendation shall be presented to the District's Board of Directors for their approval prior to the beginning date for open enrollment to renew the existing insurance plan. If an HRA-VEBA plan is adopted as part of the renewal, the District will pay the entire premium cost for all full-time employees. If a "dual plan" or a non-HRA-VEBA plan is decided upon by the committee and approved by the District's Board of Directors, the District will continue to pay ninety-five percent (95%) of the non-HRA-VEBA plan's monthly premium, with the remaining five percent (5%) to be paid by the employee by payroll deduction.

b1) Employees shall contribute \$100/month to their total premium cost via payroll deduction.

b2) The District agrees to deposit \$333.33 monthly with a total annual contribution of \$4,000 into the HRA-VEBA for each employee that utilizes the district's provided health insurance plan.

c) If the District's Board of Directors does not approve the Insurance Committee's proposal, or the Committee is unable to reach an agreement prior to the beginning date for open enrollment to renew the existing insurance plan, the committee will continue its work and the existing plan will remain in effect only until a mutually agreed upon insurance proposal is reached by the Committee and approved by the District's Board of Directors. No lapse of insurance coverage will occur during the transition, but the new insurance coverage will begin as soon as possible after approval by the Board of Directors.

d) The Insurance Committee shall be responsible to review the renewal proposal each year and mutually agree to plan design changes if they determine necessary within the existing plan(s). If the recommended changes are more than de minimis (e.g., changes in doctor panels or hospitals), or include a change of plan provider(s), then the recommendation shall be subject to the same rules outlined in subsections (a) – (c) above.

**Section 2.** No loss of health and welfare benefits will occur when the employee is on sick leave without pay for up to eighteen (18) months, or until eligible for permanent disability benefits, whichever is the lesser time. FMLA and OFLA rules apply to premium payments.

**Section 3.** The District will make health insurance available to any employee who retires during the term of this Agreement through Medicare age. The entire cost of such insurance shall be borne by the retiree, except as provided by Article XII, Section 12 below.

**Section 4.** The District will no longer pay into the "Post Employment Health Plan" that is in place. The District will transfer all employee PENP funds into their individual VEBA accounts noted in Sections 1b, 2, & 5 of this Article.

**Section 5.** Employees with medical, dental, and vision coverage provided through a spouse or domestic partner may opt out of the District sponsored plan annually at open enrollment and choose to receive a \$1,000/month in comparable benefit.

**5a)** The district agrees to deposit half the HRA-VEBA (as noted above in 1b) in the amount of \$2,000 annually, \$166.66 monthly, to those who choose to opt out of Health Insurance.

## ARTICLE XII – SALARIES

**Section 1.** The base monthly salaries of employees covered by this Agreement shall be adjusted as follows, which is set forth in Appendix A.

- 1a) Effective July 1, 2022 – Increase the salary schedule by two (2.0) %.
- 1b) Effective July 1, 2023 – Increase the salary schedule by two (2.0) %.
- 1c) Effective July 1, 2024 – Increase the salary schedule by two (2.0) %.

**Section 2.** EMT premium pay, as follows, shall be paid to those bargaining unit members with EMT Advanced and Paramedic certifications as long as they are valid, the District operates an ambulance, and the employee is authorized to work under the District's standing orders.

EMT Advanced	\$2,500 per year paid in a lump sum on December 1 <sup>st</sup> paycheck
Paramedic	\$7,500 per year paid in a lump sum on December 1 <sup>st</sup> paycheck

The District agrees to pay for all required recertification fees.

**Section 3.** The District shall furnish and provide all employees' related equipment as required by law and deemed necessary by the District. Such equipment shall be provided at no cost to the employee.

**Section 4.** The District shall purchase a probationary employee's required uniforms. The employee shall reimburse the District for the cost of the uniform if he/she is terminated or resigns within his/her probationary period.

**Section 5.** The District shall, with the written consent of the employees, make appropriate payroll deductions for retirement, health insurance, credit union, union dues, and meals or as otherwise provided herein.

**Section 6.** A qualified employee may be selected by the District as an Acting Lieutenant for a period of one (1) year. Eligible employees must apply for the Acting Lieutenant assignment via an application process in April of each year. Selected employees will begin serving as an Acting Lieutenant effective July 1 of that year and continue in the assignment until June 30 of the

following year, or beyond that at the sole discretion of the District. Employees must be qualified under the Standard Operating Procedure list of requirements. An employee selected to serve as an acting Lieutenant shall be paid a monthly stipend in the amount of \$180.

An employee may be removed from the Acting Lieutenant assignment prior to the completion of one year for any of the following reasons:

- The employee receives discipline
- The employee fails to complete tasks as assigned by the Division Chief of Training or Division Chief of EMS
- The employee chooses to step down from the position

Eligibility requirements for the Acting Lieutenant position include all of the following:

- Completion of the Acting Lieutenant task book;
- Completion of the annual Instructor Academy (April- June, in-house instruction by the Training Division);
- NFPA or DPSST Firefighter I and Firefighter II;
- NFPA or DPSST Fire Instructor I;
- NWCG Wildland Firefighter I (Advanced Firefighter); and
- NFPA or DPSST Qualified Pumper Operator for all CRFR Apparatus (Engine, Brush, Tender)

**Section 7.** A qualified employee may be selected by the District as a Field Training Officer for a period of one (1) year. Eligible employees must apply via an application process in April of each year. Selected employees will begin serving as a Field Training Officer on July 1 of that year and continue in the assignment until June 30 of the following year, or beyond that at the sole discretion of the District. The employee must be qualified under the Standard Operating Procedure list of requirements. An employee in the Field Training Officer assignment shall be paid a monthly stipend in the amount of \$180.

An employee may be removed from the Field Training Officer assignment prior to completion of one year for any of the following reasons:

- The employee receives discipline
- The employee fails to complete tasks as assigned by the Division Chief of Training or Division Chief of EMS
- The employee chooses to step down from the position

Eligibility requirements for the Field Training Officer position include all of the following:

- Paramedic or EMT in good standing with the Oregon Health Authority, District Medical Director, and the Fire District;
- Three (3) years as a Paramedic or EMT;
- Authority having jurisdiction (AHJ) Instructor qualified and/or DPSST Instructor I; and
- Completion of the annual Instructor Academy (April- June, in-house instruction by the Training Division);



**Section 8.** In place of Longevity pay, the District and the Union have accepted SOP B-37. If the District wishes to make changes to SOP B-37 during the term of this Agreement, it will bargain with the Union as may be required by the PECBA.

**Section 9.** Any full-time employee shall receive pay for service on jury duty for which he/she has been summoned, subpoenaed, or otherwise compelled to serve. Pay shall be the difference between the employee's straight-time pay and the amount of the jury duty pay, provided the employee's pay is greater and shall be contingent upon the presentation of the employee's summons or subpoena to his/her shift officer. The employee shall report to work upon being excused from jury service as soon as possible, but not more than sixty (60) minutes from the time excused.

**Section 10.** Any employee subpoenaed or required to appear as a witness or party in any proceeding arising out of the employee's employment or the operation of the District, except litigation brought by or on behalf of the employee shall be paid the difference between any witness fees and the straight time hourly rate of the firefighter subpoenaed.

**Section 11.** The District shall provide monthly premium pay of two percent (2%) only to those employees who currently receive this incentive for possessing a fire service-related degree from an accredited program.

**Section 12.** Subject to all changes and modifications, which may be, from time to time, mandated by a legislature or other proper authority, the District and the Union will continue to participate in the Oregon Public Employees Retirement System or its equivalent.

Commencing on July 1, 2020, the six percent (6%) employee contribution required by ORS 238.200 or ORS 238A.330 will be paid by each employee and six percent (6%) shall be added to the salary of each employee and the salary schedule shall be recomputed to include this adjustment, prior to the COLA scheduled for 7/1/2020.

The District agrees to adopt a resolution to make an election under the IRS code to allow a pre-tax deduction of the six percent (6%) employee contribution required by ORS 238.200 and ORS 238A.330. Such deduction shall be made with each employee's pre-tax gross wages.

**Section 13.** A retiree may enter into an agreement with the District to continue working for the District as determined and subject to the terms and conditions of employment as provided by the District to perform firefighter or related duties and be paid at a minimum of top firefighter wages and any incentive pay as applicable to the position assigned. The period of the work agreement shall not exceed one hundred and twenty (120) calendar days from the employee's retirement date. In partial consideration of the time worked, the District will continue to pay health insurance premiums for the retiree in accordance with the amounts specified in the Labor Agreement.

**ARTICLE XIII - DRUG AND ALCOHOL POLICY**

The District and the Union have agreed to a joint SOP B-14 dealing with drugs and alcohol as well as any other requirements as may apply by Oregon law. To the extent that the District may want to modify SOP B-14 during the term of this Agreement, it will bargain with the Union as may be required by PECBA.

**ARTICLE XIV - -NOTICE OF TERMINATION**

**Section 1.** Except in cases involving the discharge of an Employee for just cause, the District shall provide to the employee not less than two (2) weeks' notice of termination.

**Section 2.** Employees are to give two (2) weeks' notice of intended resignation.

ARTICLE XV – PROMOTIONS

Promotions shall be awarded to the most qualified applicant and in accordance with the procedures and standards set forth in the Civil Service Rules and ORS Chapter 242.702 et. seq.

**ARTICLE XVI - SAVINGS CLAUSE**

If any provision of this Agreement is held invalid or unenforceable, or not in accordance with any laws of the State of Oregon, Federal statutes, or C.F.R. regulations the remainder of this Agreement shall not be affected thereby unless so specified. Within a reasonable time thereafter, the parties agree to renegotiate any such part of the provision to reach an agreement on a substitute, therefore.

## ARTICLE XVII – SENIORITY

**Section 1.** Seniority shall be defined as the total length of unbroken service within the District.

**Section 2.** The probationary period is an important part of the Employee selection process and provides the District with an opportunity to improve the efficiency of the operation and service to the public by observing an employee's work, training and aiding an employee's adjustment to his/her new position, and by providing an opportunity to reject any employee whose performance fails to meet required standards. Every new employee hired into the bargaining unit shall serve a probationary period of twelve (12) full months, except that in extraordinary circumstances the probationary period may, at the discretion of the Chief or his/her designee, be extended for a total probationary period not to exceed eighteen (18) months in order to fulfill the intent of the probationary period. During their probationary period, employees are considered "at will" and cannot challenge discipline through the grievance process.

**Section 3.** Employees having the same seniority date shall be ranked according to employee number with the lowest number being assigned to the Union Member with the highest entrance examination grade.

**Section 4.** Seniority shall be forfeited in the event of voluntary resignation, discharge, or failure to return from layoff within fourteen (14) days' notification. The employee will be notified to return to work by certified letter (return receipt requested). Notification time will begin upon the return of the receipt or return of the undeliverable letter. The employee is obligated to leave and maintain a current forwarding address. In addition, seniority shall be forfeited in the event of any layoff, leave of absence, or sick leave without pay that exceeds thirty-six (36) months.

**Section 5.** In the event of a layoff, employees with the least seniority (in position) will be laid off first (last hired, first to go). On rehiring, the last person laid off will be the first to be rehired.

**Section 6.** There are two (2) seniority lists maintained for Union Members. One is for FF/EMTs, and the other is for SR/EMTs.

6a) When an FTE SR/EMT is hired into a FF/EMT position, their SR/EMT hire date would apply to any situation regarding layoffs or reduction in force, as long as there is no break in service between the two positions. Their time spent in the SR/EMT position will not affect their FF/EMT pay and benefit accruals unless they are hired as a lateral entry.

**ARTICLE XVIII - UNION REPRESENTATION**

**Section 1.** The parties mutually agree to cooperate to schedule meetings for negotiating labor agreements at dates and times convenient to both parties.

**Section 2.** The Union shall be allowed reasonable space on a bulletin board to post information about the time and place of meetings, Union social and charitable activities, and posting of official Union publications. The parties agree to use all bulletin board space in a manner intended to promote harmonious Union-District relations.

**Section 3.** The Union representative will be allowed reasonable use of the District's mail service and Union Member's mailboxes for communications identified as Union correspondence, as long as such privilege is not abused.

**Section 4.** The District agrees to allow up to ninety-six (96) hours off per fiscal year to designated Union representatives for the purpose of conducting Union business. Time off to conduct Union business will be allowed only when the vacancy will not require the District to pay for call back or acting pay to fill the vacancy.

**ARTICLE XIX - PRESENT BENEFITS**

Columbia River Fire & Rescue agrees that all rights and privileges held by the employees at the present time which are not included in this Agreement shall remain in force. To the extent that the District may want to modify benefits that are not provided under this Agreement during the term of this Agreement, it will bargain with the Union as may be required by PECBA.



**ARTICLE XX – NONDISCRIMINATION**

There shall be no discrimination by the District or the Union against any employee because of their union membership choice or their union activities. Likewise, there will be no discrimination against union representatives carrying out their duties as covered by this Agreement. The District and the Union shall not unlawfully discriminate against any individual concerning compensation, terms, conditions, or privileges of employment.

## ARTICLE XXI - GRIEVANCE PROCEDURE

**Section 1.** Any grievance or dispute, which may arise concerning disciplinary action shall be handled either in accordance with the rules of the Civil Service Commission or steps 1 through 4 of the grievance procedure, in Section 2 of this article, but under no circumstances both.

**Section 2.** Any grievance or dispute which may arise between the parties concerning the application, interpretation, or meaning of a provision, or provisions, of this Agreement, excluding disciplinary action shall be handled either in accordance with the rules of the Civil Service Commission, or the following procedure, but under no circumstance both, shall be handled in the following manner:

**Step 1:** Within ten (10) working days after the employee(s) or Union becomes aware of the alleged violation, the employee(s) and/or Union representative will request a meeting with the immediate supervisor and/or Chief or his/her designee. The immediate supervisor and/or Chief or his/her designee shall then attempt to adjust the matter and/or produce a written resolution in response to the employee(s) and/or Union representative within five (5) working days after the above meeting. Working days shall be defined as Monday through Thursday in which the District Office is open for its normal ten (10) hour working day except recognized holidays.

**Step 2:** If the grievance is not resolved and a satisfactory settlement is not made within Step 1, the employee(s) and/or Union representative may advance the grievance to Step 2 by reducing the grievance to writing within seven (7) working days of the District's Step 1 response. The written grievance must contain the following information:

- e. The date the incident occurred;
- f. A statement of the relevant facts;
- g. The specific article and section of the agreement allegedly violated;
- h. The names of all employees allegedly affected by the violation;
- i. Suggested remedy; and
- j. Signature of the aggrieved employee and/or Union representative submitting the grievance as well as the date the written grievance is being submitted.

The affected employee(s) and/or Union representative will meet with the Fire Chief, or his/her designee, within five (5) working days after receipt of the Step 1 grievance that was reduced to writing and submitted for Step 2. The Chief or his/her designee shall attempt to adjust the matter and respond in writing to the employee(s) and/or Union representative within five (5) working days.

**Step 3.** If the grievance is not resolved at Step 2, the Union may submit the grievance in writing to the District's Board of Directors within seven (7) working days of issuance of the District's Step 2 response. The Board of Directors (or at least three members of the Board) shall meet with the employee(s) and/or Union representative within thirty (30) calendar days of the submission of the grievance at Step 3. The Board of Directors shall respond to the grievance in writing within five (5) working days of the meeting.

**Step 4:** If the Union is dissatisfied with the Board of Director's Step 3 response, the Union may within five (5) working days after the response of the committee, provide written notice to the Fire Chief or his/her designee that it is advancing the grievance to binding arbitration. Within five (5) working days of the Union's Step 4 notice, the Union must contact the Oregon State Employment Relations Board and request a list of seven (7) names of arbitrators with an Oregon or Washington address. Both the Union and the District shall have the right to strike three (3) names from the list. The party losing the toss of the coin shall strike the first name and the other party the second, repeating the process until one name remains. Said person shall be the arbitrator. The arbitrator's fees will be paid by the losing party as determined by the arbitrator. If the arbitrator award is less than whole, the fees of the arbitrator will be shared equally. All other costs of the arbitration shall be the sole responsibility of the party incurring the cost. The Arbitrator shall consider only the issue or issues presented to him/her in writing, acting in a judicial, not legislative, capacity interpreting and/or applying the express language of a specific provision or provisions of the Agreement, without adding to, subtracting from, ignoring or amending the express terms of this Agreement.

**Section 3.** If the District fails to proceed as stipulated in the various steps set forth in Section 2, the grievance shall proceed automatically to the next step. If the Union fails to proceed as stipulated in the various steps set forth in Section 2, the matter shall be considered as having been resolved. Upon mutual agreement, extensions may be granted to any of the outlined steps.

	<u>ACTION</u>	<u>RESPONSE</u>
<b>STEP 1</b>	Request meeting with immediate supervisor	Within 10 days of alleged offense/become aware of
	Supervisor will attempt to adjust matter and respond in writing	Within 5 days after meeting
<b>STEP 2</b>	Union will reduce grievance to writing and deliver to Chief	Within 7 days after step 1 response
	Chief will meet with employee and/ or union rep	within 5 days after receiving grievance in writing
	Chief will attempt to adjust matter and respond in writing	within 5 days after meeting
<b>STEP 3</b>	Union may submit grievance to Board	Within 7 days of step 2 response
	Board will meet with employee or union rep	Within 30 calendar days of receiving step 3 submission
	Board will respond in writing	Within 5 days
<b>STEP 4</b>	Union may give written notice to Chief of intent to go to arbitration	Within 5 days of Board's response

**ARTICLE XXII- PHYSICALS AND WELLNESS**

**Section 1.** The District agrees to pay the cost of physical examinations for all employees under the following conditions:

- 1a)** The District and the Union will apply the most recent edition of NFPA 1582, replacing the Vision Standard with Oregon DMV Vision Standard, when conducting physicals. To the extent that the District may want to modify SOP B-16 or Policy PP-25 during the term of this Agreement, it will bargain with the Union as may be required by the PECBA. Physicals will be conducted as specified in NFPA 1582 or as required by State or Federal law or pursuant to a hazardous exposure to chemical or biological pathogens.
  
- 1b)** The District will compensate employees for up to one (1) hour of travel time to and from the appointment, plus actual exam time for the employee's required physical exam when they are off duty. A two (2) hour minimum will apply.




**Section 2.** To assist each employee with being successful in meeting the physical requirements of their duties the District agrees to implement a Health and Wellness Program that meets the intent of the IAFF/IAFC Joint Wellness Fitness Initiative. The District also agrees that members are encouraged to exercise while on duty and may set aside up to seventy-five (75) minutes each workday (including dress-down/dress-up time) for exercise. Emergency response personnel are subject to interruption of this time for emergency responses.

IN WITNESS WHEREOF, the parties have executed this Agreement this 13<sup>th</sup> day of March 2023

COLUMBIA RIVER FIRE & RESCUE

LOCAL NO. 3215 INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

  
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**APPENDIX A**

**Columbia River Fire and Rescue Pay Scale (current-June 30, 2022)**

	Monthly	Annual
<b>Firefighter</b>		
Start (Step 0)	\$6,186.00	\$74,232.00
After 1 Year (step 1)	\$6,495.00	\$77,940.00
After 2 Years (Step 2)	\$6,820.00	\$81,840.00
After 3 Years (Step 3)	\$7,161.00	\$85,932.00
After 4 Years (Step 4)	\$7,519.00	\$90,228.00

**Paramedic- Single Role**

Start (Step 0)	\$5,567.00	\$66,804.00
After 1 Year (step 1)	\$5,846.00	\$70,152.00
After 2 Years (Step 2)	\$6,138.00	\$73,656.00
After 3 Years (Step 3)	\$6,445.00	\$77,340.00
After 4 Years (Step 4)	\$6,767.00	\$81,204.00

**Firefighter- Paramedic**

Start (Step 0)	\$6,804.60	\$81,655.20
After 1 Year (step 1)	\$7,144.50	\$85,734.00
After 2 Years (Step 2)	\$7,502.00	\$90,024.00
After 3 Years (Step 3)	\$7,877.10	\$94,525.20
After 4 Years (Step 4)	\$8,270.90	\$99,250.80

**EMT- Single Role**

Start (Step 0)	\$4,176.00	\$50,112.00
After 1 Year (step 1)	\$4,384.00	\$52,608.00
After 2 Years (Step 2)	\$4,604.00	\$55,248.00
After 3 Years (Step 3)	\$4,834.00	\$58,008.00
After 4 Years (Step 4)	\$5,075.00	\$60,900.00

**EMT Advance- Single Role**

Start (Step 0)	\$4,301.28	\$51,615.36
After 1 Year (step 1)	\$4,515.52	\$54,186.24
After 2 Years (Step 2)	\$4,742.12	\$56,905.44
After 3 Years (Step 3)	\$4,979.02	\$59,748.24
After 4 Years (Step 4)	\$5,227.25	\$62,727.00

**Lieutenant**

8271	\$99,252.00
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**Lieutenant- Paramedic**

9098	\$109,176.00
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**Columbia River Fire and Rescue Pay Scale 2022-2023**

	Monthly	Annual
<b>Firefighter</b>		
Start (Step 0)	\$6,309.72	\$75,716.64
After 1 Year (step 1)	\$6,624.90	\$79,498.80
After 2 Years (Step 2)	\$6,956.40	\$83,476.80
After 3 Years (Step 3)	\$7,304.22	\$87,650.64
After 4 Years (Step 4)	\$7,669.38	\$92,032.56

**Paramedic- Single Role**

Start (Step 0)	\$5,678.34	\$68,140.08
After 1 Year (step 1)	\$5,962.92	\$71,555.04
After 2 Years (Step 2)	\$6,260.76	\$75,129.12
After 3 Years (Step 3)	\$6,573.90	\$78,886.80
After 4 Years (Step 4)	\$6,902.34	\$82,828.08

**Firefighter- Paramedic**

Start (Step 0)	\$6,940.69	\$83,288.30
After 1 Year (step 1)	\$7,287.39	\$87,448.68
After 2 Years (Step 2)	\$7,652.04	\$91,824.48
After 3 Years (Step 3)	\$8,034.64	\$96,415.70
After 4 Years (Step 4)	\$8,436.32	\$101,235.82

**EMT- Single Role**

Start (Step 0)	\$4,259.52	\$51,114.24
After 1 Year (step 1)	\$4,471.68	\$53,660.16
After 2 Years (Step 2)	\$4,696.08	\$56,352.96
After 3 Years (Step 3)	\$4,930.68	\$59,168.16
After 4 Years (Step 4)	\$5,176.50	\$62,118.00

**EMT Advance- Single Role**

Start (Step 0)	\$4,387.31	\$52,647.67
After 1 Year (step 1)	\$4,605.83	\$55,269.96
After 2 Years (Step 2)	\$4,836.96	\$58,043.55
After 3 Years (Step 3)	\$5,078.60	\$60,943.20
After 4 Years (Step 4)	\$5,331.80	\$63,981.54

**Lieutenant**

\$8,436.42	\$101,237.04
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**Lieutenant- Paramedic**

\$9,279.96	\$111,359.52
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**Columbia River Fire and Rescue Pay Scale 2023-2024**

**Monthly                      Annual**

**Firefighter**

Start (Step 0)	\$6,435.91	\$77,230.97
After 1 Year (step 1)	\$6,757.40	\$81,088.78
After 2 Years (Step 2)	\$7,095.53	\$85,146.34
After 3 Years (Step 3)	\$7,450.30	\$89,403.65
After 4 Years (Step 4)	\$7,822.77	\$93,873.21

**Paramedic- Single Role**

Start (Step 0)	\$5,791.91	\$69,502.88
After 1 Year (step 1)	\$6,082.18	\$72,986.14
After 2 Years (Step 2)	\$6,385.98	\$76,631.70
After 3 Years (Step 3)	\$6,705.38	\$80,464.54
After 4 Years (Step 4)	\$7,040.39	\$84,484.64

**Firefighter- Paramedic**

Start (Step 0)	\$7,079.51	\$84,954.07
After 1 Year (step 1)	\$7,433.14	\$89,197.65
After 2 Years (Step 2)	\$7,805.08	\$93,660.97
After 3 Years (Step 3)	\$8,195.33	\$98,344.02
After 4 Years (Step 4)	\$8,605.04	\$103,260.53

**EMT- Single Role**

Start (Step 0)	\$4,344.71	\$52,136.52
After 1 Year (step 1)	\$4,561.11	\$54,733.36
After 2 Years (Step 2)	\$4,790.00	\$57,480.02
After 3 Years (Step 3)	\$5,029.29	\$60,351.52
After 4 Years (Step 4)	\$5,280.03	\$63,360.36

**EMT Advance- Single Role**

Start (Step 0)	\$4,475.05	\$53,700.62
After 1 Year (step 1)	\$4,697.95	\$56,375.36
After 2 Years (Step 2)	\$4,933.70	\$59,204.42
After 3 Years (Step 3)	\$5,180.17	\$62,162.07
After 4 Years (Step 4)	\$5,438.43	\$65,261.17

**Lieutenant**

\$8,605.15	\$103,261.78
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**Lieutenant- Paramedic**

\$9,465.56	\$113,586.71
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**Year 3**

**Columbia River Fire and Rescue Pay Scale 2024-2025**

	Monthly	Annual
<b>Firefighter</b>		
Start (Step 0)	\$6,564.63	\$78,775.59
After 1 Year (step 1)	\$6,892.55	\$82,710.55
After 2 Years (Step 2)	\$7,237.44	\$86,849.26
After 3 Years (Step 3)	\$7,599.31	\$91,191.73
After 4 Years (Step 4)	\$7,979.22	\$95,750.68

<b>Paramedic- Single Role</b>		
Start (Step 0)	\$5,907.74	\$70,892.94
After 1 Year (step 1)	\$6,203.82	\$74,445.86
After 2 Years (Step 2)	\$6,513.69	\$78,164.34
After 3 Years (Step 3)	\$6,839.49	\$82,073.83
After 4 Years (Step 4)	\$7,181.19	\$86,174.33

<b>Firefighter- Paramedic</b>		
Start (Step 0)	\$7,221.10	\$86,653.15
After 1 Year (step 1)	\$7,581.80	\$90,981.61
After 2 Years (Step 2)	\$7,961.18	\$95,534.19
After 3 Years (Step 3)	\$8,359.24	\$100,310.90
After 4 Years (Step 4)	\$8,777.15	\$105,325.74

<b>EMT- Single Role</b>		
Start (Step 0)	\$4,431.60	\$53,179.26
After 1 Year (step 1)	\$4,652.34	\$55,828.03
After 2 Years (Step 2)	\$4,885.80	\$58,629.62
After 3 Years (Step 3)	\$5,129.88	\$61,558.55
After 4 Years (Step 4)	\$5,385.63	\$64,627.57

<b>EMT Advance- Single Role</b>		
Start (Step 0)	\$4,564.55	\$54,774.63
After 1 Year (step 1)	\$4,791.91	\$57,502.87
After 2 Years (Step 2)	\$5,032.38	\$60,388.51
After 3 Years (Step 3)	\$5,283.78	\$63,405.31
After 4 Years (Step 4)	\$5,547.20	\$66,566.39

<b>Lieutenant</b>	\$8,777.25	\$105,327.02
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<b>Lieutenant- Paramedic</b>	\$9,654.87	\$115,858.44
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Book \_\_\_\_\_ Page \_\_\_\_\_

# Columbia River Fire & Rescue Job Classification System

<b>Position</b>	Firefighter/EMT Temporary Appointment
<b>Division</b>	Operations
<b>Immediate Supervisor</b>	Captain or Lieutenant (Company Officer)
<b>Supervision Exercised</b>	This Position Is typically not supervisory in nature. May serve as the Medic in Charge of patient care and direct others to achieve the appropriate level of patient care. May lead a team of members assigned to them for specific tasks.
<b>Salary Status</b>	Equivalent to Step 0 as represented in 3215 CBA. No Benefits. Eligible to work 599 hours per Calendar Year. Typically limited to twenty-three (23) 24 hour shifts per Calendar Year. Not eligible for scheduled overtime. Ability to earn overtime due to emergency response duties extending past end of shift time.
<b>Civil Service Status</b>	This position is not covered by the Columbia River Fire & Rescue Civil Service System.
<b>Representation Status</b>	This position is not represented by the District's Collective Bargaining Agreement.

**HIPAA Responsibilities:** The Firefighter/EMT Temporary Appointment (FF/EMT TA) has access to "Protected Health Information" generated by the Fire District's operations as outlined in District SOP L-2. This position must sign a HIPAA confidentiality form.

**General Statement of Duties:** This position is for the filling of vacancies due to injury or illness as defined in the Columbia County Civil Service Rules and the 3215 CBA. The employee occupying the position of FF/EMT TA will be required as directed to respond to fire alarms, medical emergency calls and public service calls. The employee will be responsible for general station and equipment maintenance. The employee may be required to instruct other Firefighters (ALS and EMS Providers) and the general public in various fire service related classes. The employee shall strive to develop and maintain good public relations for the Fire District. The employee shall be responsible to the Company Officer.



Book \_\_\_\_\_ Page \_\_\_\_\_

## Columbia River Fire & Rescue Job Classification System

**Typical Tasks:** The intent of this listing of "Typical Tasks" is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing of the miscellaneous, incidental or substantively similar duties which may be assigned during the normal operations of the District.

1. Maintain as necessary, Fire District records, and prepare reports as assigned.
2. Be able to successfully drive and operate Fire District apparatus as prescribed by the Fire District as it relates to the specific Temporary Appointment.
3. Assist when appropriate, the Fire District mechanics in conducting regular maintenance activities.
4. Respond to fire and other emergency calls for help with their assigned company.
5. Under the direction of the Company Officer, they may be asked to serve as an instructor in specialized in-service training courses.
6. The FF/EMT TA may attend conferences, schools and various meetings to keep abreast of new developments in fire prevention, suppression, other fire service related areas, and emergency medical topics.
7. The FF/EMT TA shall be responsible for the cleanliness and maintenance of their station, apparatus, tools and other District property as assigned.
8. The FF/EMT TA may assist in the life safety inspections in their fire management area.
9. They shall participate in public fire prevention education in their assigned area and answer the public when necessary on inquiries of fire prevention matters.
10. The FF/EMT TA shall assist their company officer in the preparation of a budget for the operation of their station equipment, tools or other related areas.
11. The FF/EMT TA shall be physically and mentally capable of performing all activities as assigned.
12. The FF/EMT TA shall perform other such duties as may be assigned by their Company Officer or any Officer within the Chain of Command.

### **Required Knowledge, Skills, and Abilities (KSAs):**

1. Have knowledge of and consistently apply the goals of the Fire District as outlined in the Vision, Mission, Values and Expectations Statements
2. This position requires a moderate amount of Emergency Medical Service (EMS) transport experience.
3. This position requires the member to pass a background check.
4. This position requires the successful completion of a medical evaluation by the District's Occupational Health Care Professionals, including an initial drug screening. The Firefighter/Paramedic must successfully complete an annual Medical Evaluation while in this position.



Book \_\_\_\_\_ Page \_\_\_\_\_

## *Columbia River Fire & Rescue* **Job Classification System**

5. Ability to use new concepts and acquire skills rapidly.
6. Ability to perform effectively under a variety of circumstances and in extreme situations
7. Ability to understand, follow and give oral and written Instructions
8. Ability to work effectively with the public, fellow employees and to project a positive image of the organization, their company and themselves
9. Ability to work effectively with the District's computer hardware and software
10. Physical strength and ability sufficient to perform work of the class as established by the Fire District.
11. Ability to use knowledge in keeping the District's programs operating smoothly
12. Ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities in a high activity, multi-task environment
13. Ability to deliver excellent customer service to the patrons of the District in a wide array of situations, including handling citizen complaints and solving customer problems with positive outcomes
14. Willingness to learn and work under supervision
15. Ability to work with others as a member of a team
16. Ability to communicate verbally via telephone and radio equipment

### **Required Certificates and Other Qualifications:**

1. Successful completion of a Columbia County Volunteer Recruit Academy
2. Member in good standing of a Columbia County Fire District
3. Valid Oregon EMT or Paramedic License
4. Successful completion of CRF&R's EMT/Paramedic Mentor Program
5. Qualified to drive and operate CRF&R Medics specific to Duty Assignment
6. DPSST Firefighter 1 certificate
7. Successful completion of CRF&R's Entry Level Physical Capabilities Test



## Discovery/Substance Abuse Monitoring

### 14.0 Purpose

The purpose of this SOP is to provide guidelines for Discovery or Substance Abuse Monitoring as provided for in the District Drug and Alcohol Policy PP-23.

### 14.1 Types of Tests

- A. **Pre-employment:** Upon acceptance of an offer of employment with the Fire District, each employee will submit to a blood and/or urine screening for drugs and alcohol.
- B. **Reasonable Cause:** Per Policy PP-23 if a supervisor, based on objective and articulable facts, suspects that an employee's ability to perform his/her job effectively or safely is impaired due to the use of drugs or alcohol, he or she may require the employee to immediately submit to blood and/or urine screening. Post-accident testing is a reasonable cause drug test.
- C. **Random Analysis:** If an employee participated in a mandatory Drug/Alcohol Treatment Program, he or she may be required to submit to blood or urine screening for drug or alcohol use at any time. This includes random testing by an outside affiliated agency, such as the Oregon Health Division for EMTs.

### 14.2 Testing Agency/Collection Point

The District has contracted with MetroLab, a division of Legacy Health Systems, and Health Works Northwest, who will perform reasonable cause and pre-employment tests. The collection point will be the office of the Occupational Health Care Provider for the pre-employment test, the Good Samaritan Medical Mall Laboratory Services or nearest available Legacy collection point in the St Helens area and/or Health Works Northwest in Longview, Washington will serve as the collection point for the Rainier area. Health Works Northwest will perform random testing when the Fire District is the agency requiring or responsible for the random testing.

### 14.3 Testing Process/Authority

- A. When an employee is requested to submit a blood or urine screening for drug or alcohol use, except for the pre-employment tests, he/she will be escorted by at least one supervisor to the collection facility.
- B. The employee will complete all forms as requested by the testing facility. At a minimum, these will include, a Consent and Release for the testing process and a Medication History for the previous 30 days, including over-the-counter drugs, plus a list of prescribing physicians.
- C. In order to test employees subject to random urinalysis, the Fire District will contract with Recovery Support Services to provide anonymous testing services. The employee will comply with all articles of that contract. Any additional charges as a result of the employee's failure to comply with the contractual agreement will be the employee's responsibility.

### 14.4 Specific Tests

- A. **Pre-employment and Random Urinalysis:** The test detects the most commonly abused drugs. Each panel detects individual drugs or drug classes as listed below. Marijuana positives are reported as "cannabinoids positive", and all other results are reported as simply positive or



## Organization Manual

Section B  
Discovery/Substance Abuse Monitoring  
SOP B-14

Adopted 01/08/1993

negative. Alcohol and cannabinoids can be quantitated upon request. The screens are performed using enzyme immunoassay (EIA) methodology. Alcohol is screened for by an enzymatic (ADH) method. All positive results are confirmed on a fresh portion of the original sample using a different method. The confirmation methods used are: gas chromatography/mass spectroscopy (GC/MS), radiolimmunoassay (RIA), gas chromatography (GC) or thin layer chromatography (TLC).

In addition, each specimen is screened for evidence of tampering, adulteration, and dilution.

**Pre-Employment and Random Urinalysis Test:**

Amphetamines, Cocaine, Marijuana (THC), Opiates, Barbiturates, Alcohol

**Reasonable Cause**

The Reasonable Cause Analysis is designed for reasonable cause or post-accident situations because it represents the most stringent chain-of-custody and Individual result review by the drug-testing agency. It can be performed on urine only or on blood and urine.

Enzyme immunoassay (EIA) is used to screen for drugs and an enzymatic method (ADH) is used to screen for alcohol. All positive results are confirmed on a fresh portion of the original sample using gas chromatography/mass spectroscopy (GC/MS) and alcohol confirmation is performed by gas chromatography-flame ionization detection (GC/FID).

**Reasonable Cause Test**

**Reasonable Cause Analysis:** amphetamines, cocaine, marijuana (THC), opiates, alcohol, phencyclidine (PCP)

**Note:** This SOP is referenced by the Collective Bargaining Agreement and Changes to it may necessitate impact bargaining on the changes.



Organization Manual

Section B  
Medical Physicals  
SOP B-16

Adopted 12/05/1996

Version edited and agreed upon by District &amp; Union in negotiations -7/07/22

## Medical Physicals

### 16.0 Introduction

Columbia River Fire & Rescue recognizes that Firefighting and response to other emergency calls is dangerous, stressful, and physically demanding work. To ensure the health and welfare of District employees, Columbia River Fire & Rescue Policy PP-25 shall be followed.

### 16.1 Standards

- A. The standard for medical requirements will be NFPA 1582; current edition, with appendices.
- B. The vision standard identified as "3-2 Eyes and Vision" in NFPA 1582 has been replaced by the Oregon Department of Motor Vehicles Vision Screening Standards-OAR 735-062-0050.

### 16.2 Objection to Findings

- A. When a Firefighter disagrees with the findings or recommendations of the physical, a second opinion will be permitted as outlined in Appendix B-3.5, NFPA 1582. Individuals seeking a second opinion may do so using their medical insurance coverage via their primary care physician. If there is still a disagreement about the condition or recommendation, a third physician, mutually acceptable to both the department and the individual's physician, may be consulted.

### 16.3 Reference to Collective Bargaining Agreement

This SOP is referenced to the Collective Bargaining Agreement amongst the District and IAFF Local 3215. If either party wishes to make changes to SOP B-16, they will bargain with the other party as may be required by the PECBA.





Section B  
Medical Physicals  
Policy PP-25  
Adopted 01/12/1997

## MEDICAL PHYSICALS

### 25.0 Introduction

Columbia River Fire & Rescue recognizes that firefighting and response to other emergency calls is dangerous, stressful and physically demanding work. To protect the health and welfare of District employees and to ensure that they will be medically capable of performing their required duties, the District has adopted the NFPA 1582 Standard on Medical Requirements for Firefighters. The District's Occupational Health Physicians will use the current edition of this document in evaluating candidates and employees for pre-employment and annual evaluations.

The Oregon Department of Motor Vehicles Vision Screening Standards OAR 735-062-0050 will replace the vision standard identified in NFPA 1582 6.4.1 Category A medical conditions.

- 25.1 S.O.P. B-16 and this policy (PP-25) shall serve as the reference document for the labor agreement.

## ARTICLE XXII

The District agrees to pay the cost of physical examinations for all employees under the following conditions:

1. The District and Union have agreed to Policy PP-25 identifying the NFPA Standard 1582-Medical Requirements for Firefighters as the directive for medical physicals.
2. Exceptions to PP-25 are as noted:
  - a. Physical examinations are required by State or Federal Law (O.R.O.S.H.A., HAZ-MAT exposure, etc.)
  - b. Exposures to contagious disease or Bloodborne pathogens, at the employee's discretion.

### 25.2 Reference to Collective Bargaining Agreement

This policy is referenced by the Collective Bargaining Agreement between the District and the International Association of Fire Fighters (IAFF) Local 3215. Changes to this policy may require bargaining the impacts to the wages, benefits and working conditions.



Organization Manual

Section B  
Vacation Buy Back  
SOP B-37  
DRAFT

Vacation Buy Back

36.0 General

This SOP establishes guidelines for District buyback of earned employee vacation time.

36.1 Responsibility

Responsibility for requesting **District buyback** of earned employee vacation time will be solely that of the individuals wishing to take advantage of the opportunity when provided by the District.

Responsibility for verifying the District's ability to fund and timely notification to employees of the opportunity will be solely that of District Administrative staff.

The District will not offer the option to buy back earned vacation more than two times per fiscal year.

36.2 Procedure

**Twice per year (spring and fall)**, District Administrative staff will verify the District's ability to fund the **buyback of employee-earned** vacation time of one week (40 hours for non-shift personnel and 48 hours for shift personnel)

Email notice of at least 15 calendar days will be given to **all staff to request the District buyback of earned vacation time**. Currently, **earned vacation time is the only time eligible for buyback**. Floating Holidays and Sick Leave Holidays are not eligible. The buyback will be **restricted to one week** (40 hours for non-shift personnel, 48 hours for shift personnel) per request.

District Administrative staff will verify earned vacation balances prior to approving the buyback payout. Employees requesting and approved for buyback will be required to cancel any future scheduled time off which will result in **negative accrual balances**.

**Buyback hours** will be paid with regularly scheduled payroll on the last day of the working month. Payouts will be **subject** to federal and state taxes.

36.3 Stipulations

- A. No more than one week may be requested at any **buyback** opportunity.
- B. Requests for buyback may not result in **negative accrual balances**.
- C. Requests for hours not yet earned will not be **honored**.
- D. Buyback will be paid at the current employee hourly rate.
- E. Use it or lose it provision of the labor agreement and District Policy PP-14 prevails.



## DRUG AND ALCOHOL USE

### 23.0 Introduction

Columbia River Fire & Rescue recognizes drug and alcohol use in the workplace as a threat to the public welfare and the safety of the District members. It is the goal of the District to prevent and rehabilitate rather than terminate members who are abusing drugs and alcohol. No member of the Fire District shall be discharged solely for the first offense of drug or alcohol use in the workplace. However, using drugs and alcohol in the workplace is a serious offense and continued employment may be predicated on a last chance agreement that may include mandatory testing and rehabilitation requirements.

### 23.1 Responsibilities

- A. The Fire Chief or his/her designee is responsible for working with the workforce to develop procedures necessary to implement this policy.
- B. All supervisors are responsible for utilizing this policy and its related SOPs to maintain a drug and alcohol free workplace.
- C. All members shall comply with this policy and its related SOPs to maintain a drug and alcohol free workplace.

### 23.2 Reference to Collective Bargaining Agreement

This SOP is referenced to the Labor Agreement between the District and the International Association of Fire Fighters (IAFF) Local 3215.

COLUMBIA COUNTY  
Public Health



ST. HELENS, OR 97051

230 Strand St.  
Direct (503) 397-7247  
columbiacountyor.gov

October 29, 2024

Columbia County Board of Commissioners  
230 Strand Street  
St. Helens, OR 97051

Dear Commissioners:

This letter contains my recommendations of franchise awards for ambulance services in my position as the Ambulance Service Area Administrator. I submit these recommendations to you for your consideration pursuant to Columbia County Ordinance 2024-1, the Columbia County Ambulance Service Area (ASA) Plan and RFP #S-C00055-00010854.

Between July 1 – September 2, 2024, Columbia County conducted a public notice application process to solicit applications to provide ambulance services. Columbia County regulates ambulance services through its Ambulance Service Area Plan.

Seven Ambulance Service Areas (ASA's) are defined in the Plan with franchises to be established for six of them. Pursuant Ordinance 2024-1, I must submit my recommendation to the Board within 90 days after the applications have been received.

Applications were received from five entities. Applications were submitted by all current ASA franchise holders. I, as the Columbia County Ambulance Service Area Administrator, along with a review committee, reviewed all applications and determined that the applications were responsive to the terms of the procurement. There were no contested (more than one applicant) applications for any Ambulance Service Area.

After reviewing the six applications and taking into account the recent performance of the applicant agencies in providing ambulance services in their ASA within the terms of their current franchises, I recommend the following:

1. I recommend that the Columbia County Board of Commissioners approve a new five-year franchise (with two additional five-year renewals upon satisfactory performance) for the following five entities:

Columbia County Board of Commissioners  
October 29, 2024  
Page 2 of 2

<b>Agency</b>	<b>ASA #</b>
Scappoose Rural Fire District	2
Columbia River Fire & Rescue	3
Columbia River Fire & Rescue	4
Clatskanie Rural Fire Protection District	5
Mist-Birkenfeld Rural Fire Protection District	6
MetroWest	7

These entities completed the application process and have demonstrated the ability to provide consistent ambulance services as proposed in their application. I recommend as a condition of the franchises above that each applicant be required to enter into a franchise agreement in the County's format.

Sincerely,



Jaime Aanensen  
Director of Public Health  
Columbia County ASA Administrator

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

In the Matter of Granting a Franchise for )  
Ambulance Services to Columbia River Fire & ) Order No. 64-2024  
Rescue for Ambulance Service Area 4 )

WHEREAS, pursuant to Section IV of the Columbia County Ambulance Service Area Plan, the Board of County Commissioners for Columbia County, Oregon, adopted Ambulance Service Areas; and

WHEREAS, pursuant to Section 8 of Ordinance No. 2016-1, the Columbia County Ambulance Service Ordinance, the Board mandated that no person may provide ambulance services in Columbia County without being fully franchised in accordance with the Ordinance unless specifically excepted by the Ordinance; and

WHEREAS, on July 1, 2024, the Columbia County Ambulance Service Administrator called for applications to provide ambulance services in Columbia County; and

WHEREAS, Columbia River Fire & Rescue (CRF&R), submitted its application for the franchise to operate in Ambulance Service Area 4 (ASA-4), which is generally in the Rainier area; and

WHEREAS, pursuant to Section 11, of Ordinance No. 2016-1, Jaime Aanensen, Ambulance Service Administrator, reviewed the franchise application with a review committee, and recommended that the Board grant the ambulance service franchise for ASA-4 to CRF&R; and

WHEREAS, a copy of CRF&R's application is attached hereto as Exhibit "A" and is incorporated herein by this reference; and

WHEREAS, a copy of the Ambulance Service Administrator's recommendation is attached hereto as Exhibit "B" and is incorporated herein by this reference; and

WHEREAS, pursuant to Section 12 of Ordinance No. 2016-1, the Board of Commissioners published notice of a public hearing and held a hearing In the Matter of Awarding Ambulance Service Area Franchises for Columbia County, on December 4, 2024; and

WHEREAS, during the hearing the Board of Commissioners heard the Ambulance Service Administrator's recommendation and additional public testimony; and

WHEREAS, the Board of County Commissioners thereafter continued the hearing to December 18, 2024, at 10:00 a.m.; and

WHEREAS, on December 18, 2024, the Board of Commissioner received additional testimony, closed the hearing, and voted unanimously to grant the Ambulance Service Franchise for ASA-4 to CRF&R; and

WHEREAS, Pursuant to Section 13 of Ordinance No. 2016-1, franchise terms are 5 years unless the Board of County Commissioners finds that a longer or shorter term is required in the public interest; and

WHEREAS, the Board of County Commissioners finds that a shorter franchise term of six months is in the public interest because the franchise agreement is not yet in final form;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

- 1. The ambulance service franchise for ASA-4 is hereby granted to Columbia River Fire & Rescue for the period beginning January 1, 2025, and ending June 30, 2025.
- 2. The franchise granted herein is subject to the terms and conditions of Ordinance No. 2016-1, the Columbia County Ambulance Service Ordinance, and the Columbia County Ambulance Service Plan, adopted by Ordinance No. 2024-1.
- 3. Notwithstanding the Ambulance Service Plan, Franchisee shall have until July 31, 2027, to equip all ambulances with GPS AVL transponders compatible with Columbia 911 dispatch software.

Dated this 18<sup>th</sup> day of December, 2024.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_  
Casey Garrett, Chair

By: \_\_\_\_\_  
Kellie Jo Smith, Commissioner

By: \_\_\_\_\_  
Margaret Magruder, Commissioner

Approved as to form

By: \_\_\_\_\_  
Office of County Counsel



# Ambulance Service Area (ASA) Franchise Proposal ASA 4

Columbia River Fire and Rescue

AUGUST 2024



<b>Proposal Content Requirements</b>		
Cover Sheet	Mandatory	Front of RFP
History/Narrative	Mandatory	Section 1
Personnel List/Applicable Certifications	Mandatory	Section 4
Proof of Public Liability Insurance	Mandatory	Section 5
List of Vehicles / Licensing / Insurance / Maintenance Record	Mandatory	Section 2 & 6
Operating Budget or financial statement	Mandatory	Section 9
Current Mutual Aid Agreements with list of pending	Mandatory	Section 8

<b>Competitive Criteria</b>	<b>Scale Score</b>	<b>Awarded Points</b>	
Credentials, Experience, and local management team – licensing of ambulances, medical doctor license	1-5		Section 1 & 2 Section 6 Section 7
Dispatch / Communications – Ability to work with PSAP and CAD, GPS transponders included in vehicles	1-5		Section 10
Service Delivery Model – Plan for Emergency, Non-Emergency and interfacility transfers	1-5		Section 8
Ambulance Deployment Plan – Plan for reporting response times, response improvement plans, mutual aid agreements with adjoining districts	1-5		Section 8
Vehicles – maintenance checks, planned replacement schedule, budget for repairs, alternate modes of transportation	1-5		Section 6
Medical Equipment and Supplies - maintenance checks, planned replacement schedule, budget for repairs	1-5		Section 6 Section 3 Section 9

Personnel (work/life balance, wage/benefit level, career opportunities, resiliency)	1-5		Section 12
Hospital Relations and Community Education – Complaint protocol, community involvement	1-5		Section 11
Budget – stability for staffing, clear record keeping, allowances for growth in staff/new equipment	1-5		Section 9
Clinical Quality Performance – Quality Assurance plan	1-5		Section 8

**ATTACHMENT B**  
**AMBULANCE SERVICE AREA FRANCHISE**  
**PROPOSAL COVER SHEET**

Apply to:

Columbia County Public Health  
230 Strand St, St Helens, OR 97051

Organization Name: Columbia River Fire and Rescue

Address: 270 Columbia Blvd, St. Helens OR 97051

Federal Tax ID: 93-0554134

Primary Contact Jerry Cole Title: Division Chief

Telephone: 503-397-2990 Email: coleg@crfr.com

Name of Fire Chief: Eric Smythe

Name of EMS Director/ Coordinator: Jerry Cole

ASA being applied for: ASA 4

Locations of proposed service:

Address	Level of Service
211 2nd Street West, Rainier OR	ALS

Will any of the ambulance service(s) be subcontracted? If yes, by what organization?

No

**ATTACHMENT C**  
**AMBULANCE SERVICE AREA FRANCHISE**  
**PROPOSAL CHECKLIST**

Apply to:

Columbia County Public Health  
230 Strand St, St Helens, OR 97051

<b>Ambulance Service Area Checklist</b>		
<input type="checkbox"/>	Cover Sheet	Mandatory
<input type="checkbox"/>	History/Narrative	Mandatory
<input type="checkbox"/>	List of Vehicles / Licensing /Insurance / Maintenance Record	Mandatory
<input type="checkbox"/>	Statement that all Equipment and Supplies in each Ambulance Conform to State Standards.	Mandatory
<input type="checkbox"/>	Personnel List/Applicable Certifications	Mandatory
<input type="checkbox"/>	Operating Budget or Financial Statement	Mandatory
<input type="checkbox"/>	Current Mutual Aid Agreements, List of Pending	Mandatory
<input type="checkbox"/>	Proof of Public Liability Insurance	Mandatory



## Columbia River Fire & Rescue

EMS Division Chief Office

270 Columbia Blvd \* St Helens, Oregon \* 97051  
Phone (503)-397-2990 \* [www.crfr.com](http://www.crfr.com) \* FAX (503)-397-3198

### **Narative Summary Amulance Service Area Franchise RFP #S-C00055-00010854**

Re: 3.1.2K Narrative Summary ASA 4

Columbia River Fire and Rescue is hereby applying for ASA 4. In a separate RFP you will see we are also applying for ASA 3. Columbia River Fire and Rescue currently operates ASA 3 and 4.

Columbia River Fire and Rescue has provided successful ambulance services for ASA 4 over 30 years. In the time of service CRFR has always provided positive service to the communities within those service areas.

CRFR has the ability to continue to provide emergency 911 Ambulance Service to ASA 4. In addition CRFR has the ability, oversight and deployment model to provide non-emergency and interfacility transfers in ASA 4. CRFR can meet the compliance of the response times set forth in the Ambulance Service Area Plan adopted February 21<sup>st</sup> 2024 and effective May 21<sup>st</sup> 2024.

CRFR has a staff of career certified/licensed Personnel under a CBA with Local 3215 and certified/licensed volunteers to provide the necessary personnel to meet the requirements.

CRFR is currently under contract with Dr. Jenna Wiley to provide Medical Supervision dated August 2023. The term of the contract automatically renews yearly.

CRFR patient care equipment meets or exceeds the Oregon Health Authority requirements as specified in ORS 682.017 to ORS 682.991 and OAR 333-255-0070 thru 333-255-0073. In addition supplies are secured and there is a preventive maintenance program of equipment.

All ground ambulances are Type I, II, or III and licensed by the OHA. Maintenance is done and maintenance records are kept. We have a shop with 2 certified mechanics. Preventive maintenance is done on our fleet of 8 ambulances.

CRFR maintains a training program as well as a Quality assurance program. We use Continuum to track statistics our QA program.

CRFR has an internal complaint process and investigation program and is working with County Public Health on adopting the County complaint plan.

CRFR has signed mutual aid agreements with neighboring Fire Districts. CRFR currently uses the MCI plan in the 2024 treatment protocols.

CRFR personell are trained to the hazardous Materials Operations level and have extinsive training in extrication. In addition CRFR conforms to MCI guidelines as stated in the 2024 Patient treatment protocols. Multi-Casulaty Incidents Section 65.000

All ambulances at CRFR have the capability of operating on the Columbia County radio frequencies using Columbia 911 as the dispatch of emergency calls. Seven of the Eight ambulances have GPS transponders and any new ambulance purchased will be built with GPS transponders.

Columbia River Fire and Rescue has a long standing history of providing outstanding EMS Services to the County. We continue to have highly trained providers, equipment and a budget to provide services that is achievable through base taxes received from taxpayers. We look forward to continuing service as the ASA provider for ASA 4.

In addition if any ASAs are not applied for in Columbia County, Columbia River Fire and Rescue is willing to work with Columbia County in coming up with a plan to provid Ambulance services to those ASAs without a Franchisor.



Jerry Cole  
Division Chief EMS

# Section 1

## AMBULANCE SERVICE AREA FRANCHISE RFP

# District History/Narrative

COLUMBIA RIVER FIRE & RESCUE IS THE RESULT OF A MERGER BETWEEN THE RAINIER FIRE DISTRICT AND THE ST. HELENS FIRE DISTRICT IN MAY 2002. BOTH OF THESE RURAL FIRE DISTRICTS HAD THEIR BEGINNINGS IN CITY FIRE DEPARTMENTS, AND COVERED A LARGE AREA OF UNINCORPORATED AREAS OF COLUMBIA COUNTY. THE HISTORY OF BOTH ORGANIZATIONS CAN BE TRACED BACK TO THE BEGINNING OF THE 20TH CENTURY.

THE CITY OF ST. HELENS FIRE DEPARTMENT WAS FORMED SOMETIME IN THE LATE 1800'S, NEAR THE TURN OF THE CENTURY. THE FIRST STATION WAS AT THE INTERSECTION OF ST. HELENS STREET AND SOUTH 1ST STREET, THE SITE NOW OF THE "OLD ST. HELENS" MAIN BRANCH OF THE U.S. BANK. THERE WERE AS MANY AS SEVEN PAID FIREFIGHTERS IN THE EARLY HALF OF THE 20TH CENTURY WHO WORKED 30 DAYS ON AND 1 WEEK OFF.

## ORGANIZATION AND MANAGEMENT



**Eric Smythe**  
Fire Chief



**Jerry Cole**  
Division Chief EMS

# History / Narrative

Helens was then called the "Payroll Capital" of the world due to the large number of shipyards, mills, and a deep water port. According to interviews with some of the firefighters of that era, the station on South 1st was a large two story wood building that housed the fire department, apparatus, and some city employees. The on-duty and volunteer firefighters lived in the building quarters on the second floor where there was also a gymnasium for their use. Contrary to what was previously thought, there was no "pole" for the firefighters to slide down for emergency calls, they took the stairs. The sole engine in those days was a Brockway, its parentage was uncertain but it did carry a 55 gallon tank of soda acid solution for fire suppression. It was not a "pumper" by the standards of that day, and it barely had enough power to get up Despains hill on Columbia Boulevard. Apparently, the old Brockway often needed a push to get up that hill and several others around the city. Two fire engines were added in 1929 that greatly increased the capability of the department to respond to fires. One engine was a Studebaker with a 180 horsepower engine and the other was a Seagrave with a 150 horsepower engine. Both engines were "pumpers" and they gave the department a much improved ability to fight fires in the city.

In 1930, the present fire station at South 12th Street and Columbia Boulevard was constructed to house both the fire department and city police. The small building directly behind the station was the city jail; the larger building behind the station was the city repair shop.

In 1945, the rural voters approved the formation of a fire district which was activated in 1946 as the St. Helens Rural Fire Protection District. A contract between the Fire District and St. Helens Fire Department was established to house and staff the equipment at their station. In 1947 construction was started on a two-bay addition to the fire station in order to house the additional rural equipment that was to be purchased in the coming years. In 1948 the district accepted delivery of a new Diamond T Fire Engine and began responding to fire calls. At this time, there was a "paid" Fire Chief and two personnel assigned to each duty shift, working 24 hours on and 24 hours off with a "Kelly day" giving a third day off every two weeks. City firefighters responded with city owned equipment within the city limits of St. Helens and rural firefighters responded with district owned equipment to calls outside the city. A firefighter handled the dispatch duties for both fire and police calls.

In 1960, due to a lack of private interest, the St. Helens City Council awarded the ambulance service to St. Helens Fire Department supported by the purchase of a new ambulance. The new ambulance, fully equipped, was purchased for \$6,750 by donations from the volunteer firemen, trade-in on older vehicles and money from the ambulance fund. The balance was to be paid out of the ambulance fees which were \$17 per call plus \$1 per mile.

In 1963, an additional firefighter was hired for relief on the "Kelly days". This gave the district/department a total of 6 paid personnel and 25 volunteers. The Fire Chief worked a 40-hr work week, with the firefighters working 72-hr. work weeks. The Assistant Chief and one Captain were "shift commanders".



# History / Narrative

1967, the Rural Fire District and the City of St. Helens Fire Department merged and became the St. Helens Rural Fire District. Two additional firefighters were added to give three personnel for the two 72-hr shifts. This allowed the shift commander and one firefighter to respond on alarms and one firefighter to dispatch for the alarms. All fire prevention activities were accomplished by the shift personnel, with company inspections and public education as the primary activities.

In 1968, two additional firefighters were hired to add an additional "shift" so that a 56-hr work week could be instated. One additional captain was promoted to allow one officer per shift. In 1970, the Assistant Chief was put on a 40-hour work week and became the first official fire marshal for the fire district. The Fire Marshal handled all fire prevention activities, including business inspections, public education, and fire investigations. A part-time secretary was hired to help with the expanded office duties.

In 1971, the city completed construction of the new police station on South 13th Street and the fire department became the sole tenant of the fire station. The fire department no longer dispatched for the police, both had separate dispatch centers.

In 1973, a Training Officer was added to the 40-hour administrative staff and was given the rank of 2nd Assistant Chief. A full time secretary/bookkeeper was also hired.

In the early 1970's the Columbia District Hospital expanded its services and took over the ambulance service for the area.

By 1974, the St. Helens RFD had grown to its maximum area of coverage (pre-merger) and employed three chief officers, three shift captains and nine firefighters. In this year the voters approved a bond issue allowing construction of two substations and the purchase of two engines and two water tenders.

On July 1, 1975 the St. Helens RFD hired twelve new firefighters to staff the new substations and immediately doubled the number of fire department personnel to three chief officer, three captains, six lieutenants, and 18 firefighters. July 28th, 1975 marked the first day the two substations were staffed and open.

In 1979, Columbia 9-1-1 Communications District was formed and the fire district no longer dispatched their emergency calls.

In 1980, a new tax base was passed and included funds to operate the community's ambulance service. Six personnel were hired to provide this service. Three additional firefighters were hired to replace firefighter positions that had not been previously filled. The Fire District operated under this tax base until the merger of the St. Helens Rural Fire District and the Rainier Rural Fire Protection District in 2002, a new tax base was established based upon a combination of both agencies.

# History / Narrative

1983, the St. Helens main station on 12th Street was completely remodeled, with the completion in September of that year. A temporary fire station was activated at the Owens-Corning (now Armstrong) plant on Railroad Avenue during the remodeling process. Major retirements saw the Fire Chief, Assistant Chief, 2nd Assistant Chief, and one Captain retire at the end of 1983. A new Fire Chief and Deputy Chief were hired and a Captain promoted to 2nd Assistant Chief/Training Officer. One district mechanic was hired and a shop set up in the old "St. Helens" city shop behind the main station. In 1986 a second mechanic was hired and the district began performing contract maintenance work for other fire districts. In 1986, the Fire Chief resigned and the Deputy Chief, George "Cork" Rowe, was appointed to Fire Chief. The 2nd Assistant Chief was appointed to Assistant Chief. Six months later the district reorganized by moving the Captains position to Division Chief rank, taking them out of the union and making them part of the senior staff management team. Also at this time, an additional Division Chief was moved to training officer on a 40-hour work week basis.

In 1987, the Fire District put its first fire boat, the "Dagmar", into operation for the Columbia River area. The boat was staffed as a "jump company" with on-duty personnel cross staffing it when the need arose.

In 1987, an assistant secretary was hired and the present secretary was promoted to administrative assistant.

In 1988, an additional Lieutenant was added to each shift for the main station supervisor.

In 1994, the Fire District started its Marine Operation Group using the "Dagmar" and leased jet skis for surface water rescue. It also started a marine training academy that trained people from across the United States.

In 1995, the Fire District added another 40-hour Division Chief to become the EMS Coordinator and Community Relations Director.

In 1995, the fire district opened its fourth station in Columbia City with volunteer firefighters.

In 1996, the fire district and the City of St. Helens built a joint maintenance facility with five bays next to the future home of the Lee Broadbent Training Center on McNulty Way in St. Helens.

In 1996, the Fire District hired a Community Awareness Specialist for fire prevention and public education duties on the 40-hour work week.

In 1997, the Fire District purchased the old city library, remodeled it, and moved the administrative office to this location at 270 Columbia Boulevard. The Fire District hired part-time personnel for reception duties and added a care car transport/medic for transporting non-emergency patients. Also, in 1997, Chief George "Cork" Rowe retired and Chief George M. Dunkel was hired from Tualatin Valley Fire and Rescue.

# History / Narrative

Rainier Fire District was experiencing a similar history of growth with the construction of the Trojan nuclear power plant. In the December 17, 1975, issue of the Rainier Review, it mentioned that Rainier's firefighters would soon be operating from a new cavernous fire station that was located on the east side of West 2nd St. between Hwy 30 and West C St. David Wellington worked for the Rainier Fire Department from 1974 until early 1978 when he moved to Hillsboro. He said that he was in with the big expansion when all of the new stations were built and new vehicles and equipment were purchased. It was pretty exciting.

He said, "When we moved into the new station, there were two engines at the city hall, a 56 Ford and a 67 Ford. There was also a mountain of equipment that filled those engine bays such as turnout equipment, airpicks, hose, and a great deal of new equipment that had been purchased for the new engines. There were also three new engines and three new tankers that had been purchased but were stored at various locations around the district."

The City Fire Department became the Rainier Fire District in the late 70s. Around the same time Rainier started their ambulance service which was mostly volunteer until about 1987 when Rainier hired their first on shift Paramedics providing 24 hour ALS coverage for the Rainier Fire District.

In the late 90s the Power plant closed forcing Rainier to look at other funding options.

In 2001, negotiations commenced with the Rainier Rural Fire Protection District, which culminated in an intergovernmental agreement between the St. Helens and Rainier districts to join forces for joint operations covering both fire districts. In May, 2002 both districts placed ballot measures before their respective voters to formally merge the two districts. The districts passed their measures by overwhelming majorities and in June 2002 a new, merged fire district was formed. Initially, the name used for this new entity was, "St Helens-Rainier Rural Fire District". In September 2002 the newly merged fire board selected the name, "Columbia River Fire and Rescue" as the name for the new district. In April of 2002, Section 15 of Ordinance No. 90-23 was amended pursuant to ORS 198.885 to 198.915 to transfer the RRFDP (ASA 4) to the successor district (CRF&R).

In 2004, Chief Dunkel retired and Chief Jay Tappan was promoted from the Fire Marshal position of CRF&R. The position of Deputy Chief was also created at that time.

In 2005, the 24-hour Division Chiefs were re-assigned to a 40 hour work week and moved to the administrative offices. The Deputy Chief position was re-organized into the Assistant Chief's position and the district re-filled the community liaison position with a FTE.

In 2008, the Fire District, Scappoose Fire District and other interested parties became closely involved with the Columbia Health District in support of building a local hospital in the south county area. The district completed several studies showing the positive impacts to our EMS system and EMS resources having a local hospital that could receive a percentage of the patients currently being transported to the Portland and Longview areas.

# History / Narrative

From 2008 to current many changes have developed. With the increase in calls and the need to keep all hazard firefighters in the District. Columbia River Fire and Rescue has developed a single role Paramedic model. These employees primary duty is the transport of ALS patients. The future plans of the deployment model will be 24 hour staffing of Single Role paramedics supplemented by Firefighter Paramedics.

The fire district is organized under the policies and standards of conduct that are adopted by the elected five-person board of directors of Columbia River Fire and Rescue. These policies and standards of conduct establish the structure by which personnel, equipment and facilities are provided for service to the general public.

Columbia River Fire and Rescue serves an area of approximately 185 square miles and has an estimated population of 25,000 residents. The district operates from seven stations, a business office, and a joint maintenance facility. The southern portion of the district has been in a slow growth mode for the last five (5) years due in part to the economic downturn in the country. St. Helens, small town, rural demographics are rapidly changing to that of a bedroom community for the Portland metropolitan area.

The district has some major industries, such as Cascades paper plant, Armstrong World Industries ceiling tile plant, United States Gypsum Plant, Dyno Nobel Chemical fertilizer plant, Letica Plastics, and many new and thriving small industries.

St. Helens is also the Columbia County Seat and has a large county work force

The district has 10 major buildings which are:

1. St Helens Station 105 South 12th Street, St. Helens
2. Rainier Station 211 2nd Street West, Rainier
3. Fairground Station 58798 Saulser Road, St. Helens
4. Deer Island Station 33710 Canaan Road, Deer Island
5. Goble Station 69321 Nicolai Road, Rainier
6. Fernhill Station 73153 Doan Road, Rainier
7. Columbia City Station 400 G Street, Columbia City
8. Administrative Office 270 Columbia Blvd, St. Helens
9. Joint Maintenance Facility 58555 McNulty Way, St. Helens
10. Lee Broadbent Training Center 58577 McNulty Way, St. Helens

# Management Team

**Eric Smythe**  
**Fire Chief**



- 34.5 years of EMS experience in the Fire Service / EMS
- 10.5 years with CRFR
- Currently Certified EMT Basic / Paramedic 1993 - 2015
- Bachelor of Science Public Safety and Emergency Management
- Chief Smythe is a legacy firefighter, his father Dale Smythe was a firefighter for 30 years in California and his Grandfather Cleo Dale Smythe was an oil refinery firefighter for 32 years.

**Jerry Cole**  
**Division Chief**  
**EMS**



- Over 33 years of EMS experience in the Fire Service / EMS
- Currently Certified as Paramedic
- AAS Degree in Fire Science with specialty classes in management / budgeting
- EMS Instructor
- 22 years of management expericance

AMBULANCE SERVICE AREA FRANCHISE RFP

# Fleet Maintenance

Columbia River Fire and Rescue has an in house highly qualified apparatus maintenance shop where two skilled technicians work to keep equipment in top condition. These technicians have received extensive training and have the expertise needed to repair and maintain a variety of apparatuses. With their knowledge and experience, they are able to identify and fix any issues that may arise, ensuring that the equipment functions properly and efficiently. At least one shop technician is on call 24 hours a day 365 days a year to ensure that our fleet of ambulances are ready to respond. Fleet maintenance personnel are Emergency Vehicle Technicians (EVT). A total of 5 certifications for ambulance and includes, 1. Maintenance, Inspection and Testing, 2. Design and Performance Standards of Ambulances, 3. Ambulance Electrical Systems, 4. Ambulance Heating, Air Conditioning, and 5. Ventilation and Ambulance Cab, Chassis, and Powertrain.



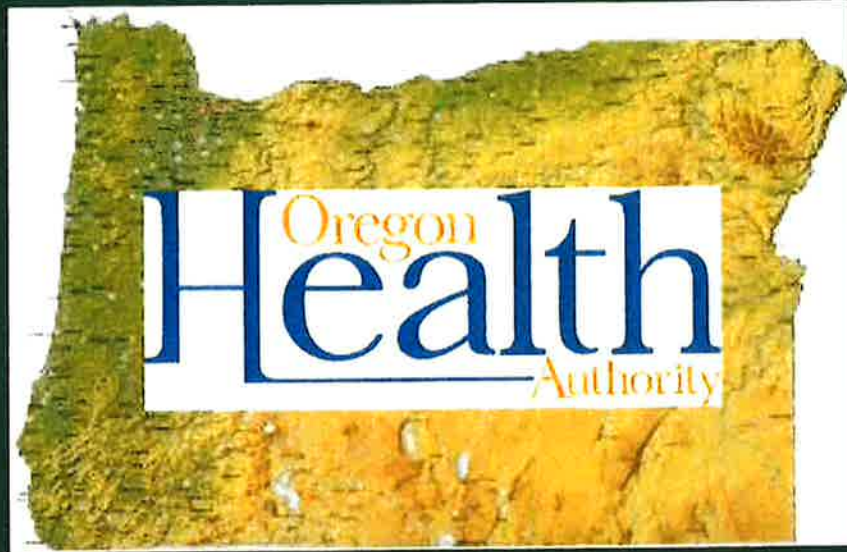
**Jeremy Lehner**



**Raymond Malone**

# Section 2

AMBULANCE SERVICE AREA FRANCHISE RFP



**Ambulance Business  
License with the Oregon  
Health Authority,  
Public Health Division  
(3.1.1)**





**Oregon Health Authority  
Emergency Medical Services and Trauma Systems**

**Ambulance Service License**  
presented to

**Columbia River Fire and Rescue**

**License Number: 0506**

270 Columbia Blvd  
St. Helens, OR 97051

**Issue Date: 04/26/2024**  
**Expiration Date: 06/30/2025**

Pursuant to ORS 682 and OAR 250, this ambulance service license is valid unless suspended or revoked for violation of any statute under which issued, or any rule or regulation adopted by the Oregon Health Authority, EMS and Trauma Systems Program.

This license is not transferable and is restricted to the location and service listed on this license.

**Health**  
Oregon  
Partners

Section

3

AMBULANCE SERVICE AREA FRANCHISE RFP



Statement that all  
Equipment and Supplies  
in each Ambulance  
Conform to State  
Standards



## Columbia River Fire & Rescue

EMS Division Chief Office

270 Columbia Blvd \* St Helens, Oregon \* 97051  
Phone (503)-397-2990 \* [www.crrf.com](http://www.crrf.com) \* FAX (503)-397-3198

RE: Ambulance Service Area Franchise Proposal 2024 / RFP #S-C00055-00010854

### **Statement that all Equipment and Supplies in each Ambulance Conform to State Standards**

To: Whom it may concern,

Each in service Licensed Ambulance conforms to State Standards of Equipment and Supplies. Equipment and Supplies at Columbia River Fire and Rescue exceed OAR 333-255-0072. Equipment and Supplies are checked at the beginning of each shift and a complete inventory of Supplies is completed and documented monthly on Ambulances. In addition, CRFR has a preventive maintenance program for our medical equipment. We provide scheduled testing, calibration and preventive maintenance based on manufacturer recommendations. We also have a planned replacement schedule and budget accordingly.

A handwritten signature in black ink, appearing to read 'J. Cole', is written above the typed name.

Jerry Cole  
Division Chief

# Section 4

AMBULANCE SERVICE AREA FRANCHISE RFP



Personnel List /  
Applicable  
Certifications  
(3.1.2)

## AMBULANCE SERVICE AREA FRANCHISE RFP

Name	Number	Level	Issued Date	Expiration Date	Status
Anderson, Toren Christian	204690	Emergency Medical Technician	5/1/2023	6/30/2025	Active
Bair, David Micheal	146994	Paramedic	5/22/2023	6/30/2025	Active
Barbouletos, Jerry D	122458	Paramedic	5/26/2023	6/30/2025	Active
Bilton, Alexander Jayson	206732	Paramedic	3/18/2024	6/30/2025	Active
Bilton, Christian	209672	Emergency Medical Technician	4/26/2024	6/30/2025	Active
Booth, Christopher B	145657	Paramedic	5/3/2023	6/30/2025	Active
Callahan, Ryan S	140746	Paramedic	5/2/2023	6/30/2025	Active
Chandler, Matthew James Vernon	124865	Paramedic	5/4/2023	6/30/2025	Active
Chism, Cameron E	204993	Emergency Medical Technician	5/23/2023	6/30/2025	Active
Cole, Gerald Gene	121870	Paramedic	5/2/2023	6/30/2025	Active
Cordell, Ronald W	131890	Paramedic	5/2/2023	6/30/2025	Active
Croft, Michelle L	116343	Paramedic	5/2/2023	6/30/2025	Active
Davis, Benjamin T	128302	Paramedic	5/25/2023	6/30/2025	Active
Denfeld, Ryan Clark	205531	Emergency Medical Technician	5/2/2023	6/30/2025	Active
Erickson, Jacob A	206962	Emergency Medical Responder	5/3/2024	6/30/2026	Active
Fagan, Joseph H	124610	Emergency Medical Technician	5/23/2023	6/30/2025	Active
Flatt, Jeffrey William	206377	Emergency Medical Responder	6/26/2024	6/30/2026	Active
Green, Emily Marie	203276	Paramedic	6/16/2023	6/30/2025	Active
Guiles, Brennan	206523	Emergency Medical Technician	5/2/2023	6/30/2025	Active
King, Dustin Brett	131429	Emergency Medical Technician	5/2/2023	6/30/2025	Active
Kirchhofer, Douglas Brennan	204195	Paramedic	5/22/2023	6/30/2025	Active
Lehner, Jeremy	147005	Emergency Medical Responder	6/26/2024	6/30/2026	Active
Likhart, Jeff E	124496	Paramedic	5/2/2023	6/30/2025	Active
Lorentzen, Ashley Mae	206300	Emergency Medical Technician	5/23/2023	6/30/2025	Active
Loveall, Gregory T	127755	Paramedic	5/4/2023	6/30/2025	Active
MacKay, Cory James	206145	Emergency Medical Technician	5/2/2023	6/30/2025	Active
Malone, Raymond James	204432	Emergency Medical Responder	6/26/2024	6/30/2026	Active
Melton, Kyle P	133026	Paramedic	5/2/2023	6/30/2025	Active
Mroz, Stanislaus	206334	Emergency Medical Responder	5/31/2024	6/30/2026	Active
Murray, Ashley N	136641	Emergency Medical Technician	5/23/2023	6/30/2025	Active
Murray, Kenneth E	134735	Emergency Medical Technician	5/23/2023	6/30/2025	Active
Parshall, David Luis	202518	Emergency Medical Technician	5/2/2023	6/30/2025	Active
Pedersen, Randolph Christopher	116062	Oregon EMT-Intermediate	5/2/2023	6/30/2025	Active
Peterson, Aaron R	128249	Paramedic	5/25/2023	6/30/2025	Active
Pulito, James Michael	126902	Paramedic	5/2/2023	6/30/2025	Active
Raichel, Steven F	147004	Advanced EMT	2/14/2023	6/30/2025	Active
Ridinger, Ryan A	130269	Advanced EMT	5/22/2023	6/30/2025	Active
Schrotzberger, Aaron D	123990	Paramedic	5/2/2023	6/30/2025	Active
Smythe, Eric D	145621	Emergency Medical Technician	5/2/2023	6/30/2025	Active
Stanton, Marcus L	125702	Paramedic	5/1/2023	6/30/2025	Active
Strolis, Lisa I	140167	Paramedic	5/2/2023	6/30/2025	Active
Swanson, Michael Gerald	204298	Emergency Medical Technician	4/17/2023	6/30/2025	Active
Tew, Shane J	146992	Emergency Medical Responder	5/21/2024	6/30/2026	Active
Ward, Tilon Prakash	203664	Paramedic	5/10/2023	6/30/2025	Active
Wheeler MD, Jenna Marie	MD198764	Doctor of Medicine	11/1/2023		Active
Winderly, Eric Daniel	128518	Paramedic	5/2/2023	6/30/2025	Active

# Section 5





Proof of Public  
Liability  
Insurance  
(3.1.3i)



# CERTIFICATE OF LIABILITY INSURANCE

Book \_\_\_\_\_ Page \_\_\_\_\_ DATE (MM/DD/YYYY)  
07/02/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.** If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WHA Insurance Agency 2930 Chad Drive  Eugene OR 97408	CONTACT NAME: Jealica Bomberger	
	PHONE (A/C, No, Ext): (800) 852-6140 FAX (A/C, No): (541) 342-3786	
	E-MAIL ADDRESS: jlbomberger@whainsurance.com	
INSURED  Columbia River F&R 270 Columbia Blvd  St. Helens OR 97051	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Special Districts Assoc of	1119
	INSURER B : OR Genesis Insurance	
	INSURER C : Company	
	INSURER D :	
	INSURER E :	

**COVERAGES** CERTIFICATE NUMBER: 2024 - 2025 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A/B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Public Officials Liability <input checked="" type="checkbox"/> Employment Practices Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	39P52841	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ None PRODUCTS - COMP/OP AGG \$ Employment Practices \$ 5,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Excess Auto Liability \$ 9,500,000
A/B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS, NON-OWNED AUTOS ONLY	Y	39P52841	01/01/2024	01/01/2025	EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTHER E.L. FACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADL DED RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate holder is an additional participant in respects to Ambulance Service Franchise, but only with respects to negligence claims for Bodily Injury, Property Damage or Personal Injury where the Named Participant is deemed to have liability. In no event shall coverage extend to any party for any Claim, Suit or Action, however or whenever asserted, arising out of such party's sole negligence or for any Claim, Suit or Action which occurs prior to the execution of the contract or agreement.

<b>CERTIFICATE HOLDER</b>  Columbia Co Ambulance Services Franchise Dept of Em 230 Strand Street  St. Helens OR 97051	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Jealica Bomberger</i>

# Section 6

## AMBULANCE SERVICE AREA FRANCHISE RFP


## List of Vehicles / Licensing/ Insurance/Maintenance Record

VIN Number	Year	Make	Model	Unit Number	Vehicle Type	DMV Number	License Plate
<input checked="" type="checkbox"/> 1FDWF37F22EA29053	2002	Ford		7312	Ground Ambulance	E273379	
<input checked="" type="checkbox"/> 3C7WRTBL3JG169485	2018	Dodge	Braun NW	7313	Ground Ambulance	E273524	
<input checked="" type="checkbox"/> 3C7WRTBL2JG346415	2018	RAM	Braun NW	7314	Ground Ambulance	E273548	
<input checked="" type="checkbox"/> 1FDWF37R08EB43975	2008	Ford	Braun NW Inc	7315	Ground Ambulance	E283177	
<input checked="" type="checkbox"/> 1GD675CLXB1161893	2011	GMC		7316	Ground Ambulance	E254542	
<input checked="" type="checkbox"/> 3C7WRLCL3NG187344	2022	Dodge	Arrow Manufacturing Inc	7318	Ground Ambulance	E283185	
<input checked="" type="checkbox"/> 3C7WRTBL9MG506399	2021	Dodge	Braun NW Inc	7317	Ground Ambulance	E283183	
<input checked="" type="checkbox"/> 1FDXE45FX3HB04999	2003	Ford		7307	Ground Ambulance	E224974	


Columbia River Fire and Rescue currently has a fleet of 8 ambulances. One of the 8 ambulances is a reserve unit that is used if another unit is out for major services. CRFR has funds budgeted in the 2024/2025 budget year to replace one ambulance. There are plans to replace a second unit in the 2025/2026 budget year.

AMBULANCE SERVICE AREA FRANCHISE RFP


# Licensing

**OREGON** 


**EMS** Columbia River Fire and Rescue  
 License Number: 4918  
 Year: 2011  
 Make/Field: N/A  
 VIN: 1706310634410000  
 Expiration Date: 12/31/2011

**OREGON** 

**EMS** Columbia River Fire and Rescue  
 License Number: 4918  
 Year: 2011  
 Make/Field: N/A  
 VIN: 1706310634410000  
 Expiration Date: 12/31/2011

**OREGON** 


**EMS** Columbia River Fire and Rescue  
 License Number: 4918  
 Year: 2011  
 Make/Field: N/A  
 VIN: 1706310634410000  
 Expiration Date: 12/31/2011

**OREGON** 

**EMS** Columbia River Fire and Rescue  
 License Number: 4918  
 Year: 2011  
 Make/Field: N/A  
 VIN: 1706310634410000  
 Expiration Date: 12/31/2011


AMBULANCE SERVICE AREA FRANCHISE RFP

# Licensing

**OREGON** 


**EMS**

Columbia River Fire and Rescue  
 Type: Ground Ambulance  
 License Number: 02150  
 Year: 2011  
 Make: Ford  
 VIN: 1F3P3E9K7DJA000000  
 Expiration Date: 06/30/2015

**OREGON** 


**EMS**

Columbia River Fire and Rescue  
 Type: Ground Ambulance  
 License Number: 02291  
 Year: 2011  
 Make: Ford  
 VIN: 1F3P3E9K7DJA000000  
 Expiration Date: 06/30/2015

**OREGON** 

**EMS**

Columbia River Fire and Rescue  
 Type: Ground Ambulance  
 License Number: 02291  
 Year: 2011  
 Make: Ford  
 VIN: 1F3P3E9K7DJA000000  
 Expiration Date: 06/30/2015

**OREGON** 

**EMS**

Columbia River Fire and Rescue  
 Type: Ground Ambulance  
 License Number: 02141  
 Year: 2011  
 Make: Ford  
 VIN: 1F3P3E9K7DJA000000  
 Expiration Date: 06/30/2015

AMBULANCE SERVICE AREA FRANCHISE RFP

# Insurance

<p>200000 Auto Liability Coverage (100/300/100) Special Limits for Motor Vehicle</p> <p><b>Columbia River Fire &amp; Rescue</b> 270 Columbia Blvd St. Helens, OR 97151</p> <p><b>Policy Number:</b> 3975211-277 <b>VIN:</b> 102591140-10815 <b>Effective Date:</b> 11/1/2024 <b>Expiration Date:</b> 12/31/2024 <b>Year/Make/Model:</b> 2024 Ford Bronco Sport</p> <p>The agent is not licensed in this state. Contact your agent for more information.</p>	<p><b>If you have an accident or loss:</b></p> <ul style="list-style-type: none"> <li>Get medical attention if needed</li> <li>Notify the police immediately</li> <li>Obtain names, addresses, phone numbers, work addresses and home addresses of all persons involved including passengers and bicyclists</li> <li>Contact your agent as soon as possible</li> <li>If you are unable to contact your agent contact 503-545-4750 Fax 503-545-4817</li> </ul>
<p>200000 Auto Liability Coverage (100/300/100) Special Limits for Motor Vehicle</p> <p><b>Columbia River Fire &amp; Rescue</b> 270 Columbia Blvd St. Helens, OR 97151</p> <p><b>Policy Number:</b> 3975211-277 <b>VIN:</b> 102591140-10815 <b>Effective Date:</b> 11/1/2024 <b>Expiration Date:</b> 12/31/2024 <b>Year/Make/Model:</b> 2024 Dodge Adventure</p> <p>The agent is not licensed in this state. Contact your agent for more information.</p>	<p><b>If you have an accident or loss:</b></p> <ul style="list-style-type: none"> <li>Get medical attention if needed</li> <li>Notify the police immediately</li> <li>Obtain names, addresses, phone numbers, work addresses and home addresses of all persons involved including passengers and bicyclists</li> <li>Contact your agent as soon as possible</li> <li>If you are unable to contact your agent contact 503-545-4750 Fax 503-545-4817</li> </ul>
<p>200000 Auto Liability Coverage (100/300/100) Special Limits for Motor Vehicle</p> <p><b>Columbia River Fire &amp; Rescue</b> 270 Columbia Blvd St. Helens, OR 97151</p> <p><b>Policy Number:</b> 3975211-277 <b>VIN:</b> 102591140-10815 <b>Effective Date:</b> 11/1/2024 <b>Expiration Date:</b> 12/31/2024 <b>Year/Make/Model:</b> 2024 Dodge Adventure</p> <p>The agent is not licensed in this state. Contact your agent for more information.</p>	<p><b>If you have an accident or loss:</b></p> <ul style="list-style-type: none"> <li>Get medical attention if needed</li> <li>Notify the police immediately</li> <li>Obtain names, addresses, phone numbers, work addresses and home addresses of all persons involved including passengers and bicyclists</li> <li>Contact your agent as soon as possible</li> <li>If you are unable to contact your agent contact 503-545-4750 Fax 503-545-4817</li> </ul>
<p>200000 Auto Liability Coverage (100/300/100) Special Limits for Motor Vehicle</p> <p><b>Columbia River Fire &amp; Rescue</b> 270 Columbia Blvd St. Helens, OR 97151</p> <p><b>Policy Number:</b> 3975211-277 <b>VIN:</b> 102591140-10815 <b>Effective Date:</b> 11/1/2024 <b>Expiration Date:</b> 12/31/2024 <b>Year/Make/Model:</b> 2024 Ford Bronco Sport</p> <p>The agent is not licensed in this state. Contact your agent for more information.</p>	<p><b>If you have an accident or loss:</b></p> <ul style="list-style-type: none"> <li>Get medical attention if needed</li> <li>Notify the police immediately</li> <li>Obtain names, addresses, phone numbers, work addresses and home addresses of all persons involved including passengers and bicyclists</li> <li>Contact your agent as soon as possible</li> <li>If you are unable to contact your agent contact 503-545-4750 Fax 503-545-4817</li> </ul>







## AMBULANCE SERVICE AREA FRANCHISE RFP

# Maintenance Record

Unit Number: 7317

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
4/4/2024	10874	PM		85,494	\$151.88	\$187.50	\$339.38	1003	Columbia River Fire and Rescue
8/26/2023	10772	PM		89,814	\$2,199.16	\$1,462.50	\$3,661.66	829	Columbia River Fire and Rescue
7/16/2023	10750	PM		73,264	\$107.25	\$187.50	\$294.75	823	Columbia River Fire and Rescue
6/12/2023	10733	PM		67,156	\$75.05	\$125.00	\$200.05	842	Columbia River Fire and Rescue
4/24/2023	10709	PM		65,260	\$116.84	\$150.00	\$276.84	820	Columbia River Fire and Rescue
3/21/2023	10684	PM		56,001	\$74.75	\$125.00	\$199.75	793	Columbia River Fire and Rescue
1/31/2023	10664	PM		45,454	\$1,759.29	\$500.00	\$2,299.29	759	Columbia River Fire and Rescue
12/27/2022	10646	PM		41,427	\$55.80	\$0.00	\$55.80	740	Columbia River Fire and Rescue
11/29/2022	10628	PM		37,771	\$65.40	\$175.00	\$240.40	715	Columbia River Fire and Rescue
11/11/2022	10620	PM		35,469	\$63.89	\$125.00	\$188.89	706	Columbia River Fire and Rescue
9/23/2022	10599	PM		27,367	\$127.48	\$187.50	\$314.98	664	Columbia River Fire and Rescue
8/17/2022	10558	PM		22,664	\$61.00	\$62.50	\$123.50	643	Columbia River Fire and Rescue
7/26/2022	10533	PM		17,171	\$70.11	\$62.50	\$132.61	618	Columbia River Fire and Rescue
6/30/2022	10519	PM		12,197	\$101.43	\$412.50	\$513.93	604	Columbia River Fire and Rescue
5/31/2022	10492	PM		7,565	\$90.19	\$62.50	\$152.69	576	Columbia River Fire and Rescue

Unit Number: 7318

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
6/10/2024	10895	PM		77,822	\$224.38	\$900.00	\$624.38	1024	Columbia River Fire and Rescue
4/4/2024	10886	PM		59,712	\$75.98	\$125.00	\$198.98	1015	Columbia River Fire and Rescue
1/5/2024	10867	PM		54,705	\$491.24	\$1,000.00	\$1,491.24	974	Columbia River Fire and Rescue
1/30/2024	10847	PM		60,810	\$160.32	\$250.00	\$410.32	976	Columbia River Fire and Rescue
11/11/2023	10821	PM		55,889	\$1,243.36	\$1,050.00	\$2,243.36	950	Columbia River Fire and Rescue
8/26/2023	10771	PM		48,114	\$246.53	\$187.50	\$434.03	899	Columbia River Fire and Rescue
7/24/2023	10756	PM		35,124	\$66.07	\$125.00	\$211.07	881	Columbia River Fire and Rescue
6/7/2023	10729	PM		29,019	\$53.01	\$31.25	\$84.26	843	Columbia River Fire and Rescue
3/21/2023	10685	PM		25,067	\$141.93	\$187.50	\$329.43	724	Columbia River Fire and Rescue
1/22/2023	10643	PM		23,152	\$55.80	\$125.00	\$180.80	726	Columbia River Fire and Rescue
1/11/2023	10621	PM		17,112	\$59.19	\$125.00	\$184.19	707	Columbia River Fire and Rescue
9/8/2022	10576	PM		10,200	\$144.83	\$250.00	\$394.83	664	Columbia River Fire and Rescue
6/29/2022	10585	PM		7,430	\$61.57	\$62.50	\$124.07	582	Columbia River Fire and Rescue

Unit Number: 7314

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
5/13/2024	10893	PM		163,214	\$161.83	\$250.00	\$411.83	1022	Columbia River Fire and Rescue
2/22/2024	10882	PM		157,991	\$59.78	\$125.00	\$184.78	991	Columbia River Fire and Rescue
11/29/2023	10831	PM		146,319	\$96.06	\$737.50	\$1,283.56	969	Columbia River Fire and Rescue
9/20/2023	10787	PM		143,882	\$126.50	\$125.00	\$251.50	911	Columbia River Fire and Rescue
6/20/2023	10736	PM		134,732	\$189.53	\$187.50	\$377.03	850	Columbia River Fire and Rescue
4/11/2023	10700	PM		127,726	\$53.01	\$125.00	\$178.01	831	Columbia River Fire and Rescue
2/15/2023	10671	PM		124,124	\$264.93	\$312.50	\$556.93	787	Columbia River Fire and Rescue
1/12/2023	10654	PM		112,732	\$229.25	\$314.50	\$543.75	710	Columbia River Fire and Rescue
8/22/2022	10563	PM		113,315	\$0.00	\$0.00	\$0.00	628	Columbia River Fire and Rescue
6/20/2022	10507	PM		109,651	\$397.24	\$437.50	\$834.74	591	Columbia River Fire and Rescue
4/13/2022	10471	PM		105,428	\$117.91	\$125.00	\$242.91	553	Columbia River Fire and Rescue
3/26/2022	10399	PM		9	\$0.00	\$0.00	\$0.00	480	CRFR
12/6/2021	10400	PM		79,817	\$263.56	\$62.50	\$326.06	481	CRFR
9/16/2021	10358	PM		65,515	\$1,362.23	\$175.00	\$1,737.23	436	CRFR
7/20/2021	10332	PM		57,283	\$44.55	\$0.00	\$44.55	410	CRFR
5/24/2021	10289	PM		51,265	\$0.00	\$25.00	\$25.00	365	Columbia River Fire and Rescue
5/10/2021	10286	PM		48,265	\$782.54	\$750.00	\$1,532.54	362	Columbia River Fire and Rescue
4/5/2021	10268	PM		42,064	\$46.58	\$175.00	\$221.58	343	Columbia River Fire and Rescue
2/2/2021	10245	PM		21,159	\$94.79	\$157.50	\$282.29	322	Columbia River Fire and Rescue
12/17/2020	10223	PM		23,184	\$192.79	\$187.50	\$380.29	282	Columbia River Fire and Rescue
10/27/2020	10185	PM		22,297	\$46.09	\$125.00	\$171.09	240	Columbia River Fire and Rescue
8/26/2020	10127	PM		18,794	\$791.74	\$750.00	\$1,541.74	208	Columbia River Fire and Rescue
6/29/2020	10077	PM		18,105	\$67.00	\$125.00	\$192.00	192	Columbia River Fire and Rescue

Unit Number: 7316

Maintenance Date	Work Order	Schedule Name	Notes	Mileage	Cost of Parts	Cost of Labor	Cost Total	View ID	Customer
2/5/2024	10849	PM		162,988	\$106.84	\$0.00	\$106.84	978	Columbia River Fire and Rescue
10/31/2023	10812	PM		159,794	\$498.49	\$825.00	\$1,323.49	941	Columbia River Fire and Rescue
4/11/2023	10791	PM		154,294	\$499.12	\$375.00	\$874.12	814	Columbia River Fire and Rescue
1/26/2022	10529	PM		150,238	\$78.69	\$125.00	\$203.69	674	Columbia River Fire and Rescue
4/5/2022	10466	PM		146,075	\$95.39	\$187.50	\$282.89	552	Columbia River Fire and Rescue

# Section

7

AMBULANCE SERVICE AREA FRANCHISE RFP

# Medical Doctor License / Medical Director Contract (Medical Director)



Jenna Wiley MD  
Medical Director CRFR



**Oregon Medical Board**  
1500 SW 1st Ave, Ste 620  
Portland, OR 97201-5847  
971-673-2700  
[www.oregon.gov/omb](http://www.oregon.gov/omb)

CERTIFICATE OF REGISTRATION FOR MD License  
LICENSE NUMBER: MD198764  
PROFESSION: Doctor of Medicine  
LICENSE STATUS: Active

EXPIRATION DATE: 12/31/2025  
EFFECTIVE DATE: 01/01/2024  
DISPENSING: No

**MUST BE POSTED IN A  
CONSPICUOUS PLACE**  
**NON TRANSFERABLE**

JENNA MARIE WILEY, MD  
101 SW MAIN STREET  
SUITE 940  
PORTLAND, OR 97204

For verification of license, please visit the Board's website at [www.oregon.gov/OMB](http://www.oregon.gov/OMB) or call 971-673-2700.

**Active** status is granted to you as a licensee who practices within the State of Oregon or one of its approved border towns. This license must be renewed by the expiration date above.

Licensees must notify the Oregon Medical Board within 30 days of changing a practice, home or mailing address. Address changes may be made on the Board's website at [www.oregon.gov/OMB](http://www.oregon.gov/OMB); clicking Online Services on the home page will allow you to log in and make updates. If you need assistance, please contact the Licensing Call Center at 971-673-2700.

A licensee who ceases practice in the State of Oregon will be placed at **Inactive** status. The licensee must then reactivate to Active status before returning to practice in Oregon. The reactivation process takes approximately 4-6 weeks.

<p align="center">State of Oregon <b>OREGON MEDICAL BOARD</b></p> <p>This certifies that having fulfilled all the requirements of the Laws of the State of Oregon and possessing the prescribed qualifications, the following person is hereby licensed as a MD Licensee in the State of Oregon.</p> <p>JENNA MARIE WILEY, MD MD198764 Original Issue Date: 05/04/2020 Effective Date: 01/01/2024 Expiration Date: 12/31/2025 License Status: Active</p>	<p align="center"><b>OREGON MEDICAL BOARD</b> 1500 S.W. 1st Avenue, Suite 620 Portland, Oregon 97201-5847 (971) 673-2700</p> <ul style="list-style-type: none"> <li>* Furnish your OREGON license number when contacting the Board.</li> <li>* Reactivation is required to change to ACTIVE status from INACTIVE or any other practicing status.</li> <li>* ALWAYS keep the Board informed of your correct MAILING ADDRESS. Failure to do so may result in discipline.</li> </ul> <p>For verification of license, please visit the Board's website at <a href="http://www.oregon.gov/OMB">www.oregon.gov/OMB</a> or call 971-673-2700.</p>
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# Section 8

## Ambulance Deployment Plan -plan for reporting response times, response improvement plans and mutual aid agreements

Columbia River Fire and Rescue Deployment plan consist of combination Fire/Paramedic, Fire/EMT, Single Role Paramedics, Single Role EMTs and Volunteer EMT/Firefighters. CRFR has 7 staffed ambulances and provides ALS transport. CRFR current deployment plan provides Single Role Paramedics for 20 hours per day overlapping two Single Role Paramedic ambulances during the shift. The ambulances are supplemented with Firefighter/Paramedics that provide ALS transport when Single Role Paramedic ambulances are unavailable.

Non Emergency and interfacility transfers are prioritized based on current calls and resources available. CRFR has a Duty officer 24 hours a day 7 days a week. Non Emergency and interfacility transports are managed and prioritized by the Duty officer.

- Statement Concerning QA plan attached
- Mutual Aid agreements attached



IMAGETREND  
**CONTINUUM**



## Columbia River Fire & Rescue

EMS Division Chief Office

270 Columbia Blvd \* St Helens, Oregon \* 97051  
Phone (503)-397-2990 \* [www.crrf.com](http://www.crrf.com) \* FAX (503)-397-3198

RE: Ambulance Service Area Franchise Proposal 2024 / RFP #S-C00055-00010854

### Statement concerning Clinical Quality Performance plan / Plan for reporting response times

To: Whom it may concern,

Columbia River Fire and Rescue has A quality performance plan for EMS ambulances is crucial to ensure that emergency medical services are provided efficiently and effectively. This plan outlines the standards and protocols that EMS professionals must follow to deliver high-quality care to patients in need. By adhering to this plan, ambulance crews can ensure that they are well-prepared to respond to emergencies and provide life-saving interventions. Regular training and evaluations are essential components of the quality performance plan, as they help to ensure that EMS professionals are equipped with the necessary skills and knowledge to deliver the best possible care to patients. Columbia River Fire and Rescue preforms prebilling QA on all transports and QAs all refusals assuring quality care and transportation is provided. All documentation of pre-hospital care reports is done using Image Trend Elite software.

**Regarding reporting response times** - Columbia River Fire and Rescue uses and is a current customer of "Image Trend Continuum". Continuum provides active data monitoring and predefined analytics. Reporting our response times will be managed using this program.

In addition, Continuum provides

- Immediate insight – on response times, calls and care provided
- Active alerts – notifications via text, email and dashboards
- Playlist – featuring charts, maps
- Automatic Delivery – data updates and can be provided automatically based on data required

A handwritten signature in black ink, appearing to read 'J Cole', is written over the typed name and title.

Jerry Cole  
Division Chief



2010

**COLUMBIA COUNTY  
MUTUAL AID AND AUTOMATIC RESPONSE EMERGENCY ASSISTANCE  
AGREEMENT**

This Agreement is entered into by and between the undersigned Fire Agencies located in Columbia County to enable them to provide Mutual Aid and Automatic Response to each other, and to specify the terms of Emergency Assistance during declared emergencies or conflagrations.

WHEREAS, This Agreement is between Fire Agencies within Columbia County and have entered into this agreement individually; and

WHEREAS, defined terms are set forth in Article II; and

WHEREAS, ORS 190.010 allows units of local government to enter into agreements with other local government units for the performance of any and all functions and activities that each unit has authority to perform, and ORS Chapters 190, 453, 476, 477 and 478 extend the powers and authorities of Fire Agencies beyond their boundaries when operating under this Agreement; and

WHEREAS, Fire Agencies recognize the likelihood that fires or Emergencies occurring within their boundaries could exceed the ability to control them with the equipment and personnel of any one agency or Fire Defense District as defined in the Oregon Fire Service Mobilization Plan; and

WHEREAS, Fire Agencies recognize the necessity to facilitate and comply with the Oregon Conflagration Act (ORS 476.510 to 476.610), and to provide immediate response under the Oregon Fire Service Mobilization Plan prior to the exercise of authority under the Conflagration Act; and

WHEREAS, it is necessary and proper for Fire Agencies to enter into Mutual Aid, Automatic Response and Emergency Assistance agreements for the mutual protection of life and property; and

WHEREAS, Mutual Aid and Automatic Response is intended to provide an immediate response under the Oregon Fire Service Mobilization Plan; and

WHEREAS, ongoing operations during declarations of emergency under ORS 401.055 or during extended operations under the Conflagration Act exceed the intent of Mutual Aid and Automatic Response; and

WHEREAS, the terms and conditions of the Emergency Assistance needed to protect life and property during extended operations needs to be defined and agreed upon by Fire Agencies.

NOW THEREFORE, Fire Agencies agree as follows:

#### Article I – TERM

This Agreement takes effect on the date of execution by Fire Agencies, and continues in effect until terminated as provided in Article III.

#### Article II – DEFINITIONS

- A. "Assistance Costs" means any direct equipment costs and labor costs that extend beyond the first Operational Period (usual and customary costs) of the event and that are incurred by the Lender in providing any asset requested. Assistance costs will be determined according to Chapter III of the Oregon Fire Service Mobilization Plan.
- B. "Automatic Response" means short term and immediate automatic assistance between fire agencies consisting of equipment and personnel during Emergencies. Fire Agencies have agreed prior to the incident that automatic response between two jurisdictions in certain areas encompassing either jurisdictions or where certain incidents may require more resources than one agency has. This assistance is intended to be for a period not more than twelve (12) hours or the first operational period of the Emergency, whichever is less. The Lender and Borrower may mutually agree to extend Automatic Response.
- C. "Borrower" means the Party that has jurisdiction over the Emergency incident that has made a request for Emergency Response.
- D. "Contact Person(s)" means the person or persons designated by each Party to request Emergency Response or grant Emergency Response to another Party under this Agreement.
- E. "County Fire Defense District" means the association and organization of local fire agencies as ordered by the Oregon State Fire Marshal and defined in the Oregon Fire Service Mobilization Plan.
- F. "Emergency" is a human-caused or natural event or circumstance within the jurisdiction of any Party causing or threatening loss of life, damage to the environment, injury to person or property, human suffering or financial loss, and the event is or is likely to be beyond the capacity of the Party in terms of personnel, equipment and facilities, and therefore requires Emergency Assistance. Events include fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies,

disease, infestation, civil disturbance, riots, acts of terrorism or sabotage, and use of weapons of mass destruction.

- G. "Emergency Assistance" means employees, services, equipment, materials, or supplies offered during an Emergency by the Lender and accepted by the Borrower to assist in maintaining or restoring normal services beyond the first Operational Period of the Emergency when such service has been disrupted by the Emergency and Emergency Assistance from other Parties is necessary or advisable, as determined by the Borrower.
- H. "Lender" means a Party to this Agreement that provides Emergency Assistance to another Party under this Agreement.
- I. "Mutual Aid" means short term and immediate mutual assistance between the Parties consisting of appropriate equipment and personnel during Emergencies where assistance is requested by the Borrower. Mutual Aid is intended to be for a specific incident and not more than twelve (12) hours unless the Parties mutually agree to extend the Mutual Aid and Automatic Response.
- J. "Operational Period" means the time determined by the Incident Commander as necessary to accomplish the operational objectives assigned to personnel and equipment within safe work/rest standards set for the fire service. The initial Operational Period is event driven and unless agreed to by the Parties will not exceed twelve (12) hours.

### Article III – TERMS AND TERMINATION

Any Party may terminate its participation in this Agreement at any time by giving 30 days' notice of its intention to do so to all other Parties. Such notice must be given to the governing body with a copy to the chief of the district or the fire agency, and will become effective upon receipt.

Any terminating Party remains liable for all obligations incurred during its period of participation.

### Article IV – PARTICIPATION

Participation under this Agreement is voluntary and at the sole discretion of the Lender. No Party will be liable to another Party, or considered in breach or default of this Agreement, on account of any delay in or failure to provide Emergency Assistance under this Agreement, except to make payment as required by this Agreement. Fire Agencies agree to respond to Mutual Aid and

Automatic Response requests between their respective Fire Agencies under Mutual Aid and Automatic Response and move-up procedures developed and administered by Columbia County Fire Defense District Chiefs in conformance with local emergency plans and the Oregon Mobilization Plan. Each Party agrees to furnish to a Borrower such assistance as the Borrower deems reasonable and necessary to successfully abate an Emergency; provided, however, the Lender has sole discretion to refuse such request, or withdraw from a request.

#### Article V – THE NATIONAL INCIDENT MANAGEMENT SYSTEM

Fire Agencies agree to formally adopt and implement the standards, procedures and protocols established within the National Incident Management System as best practice during all emergency operations.

#### Article VI – TYPE OF EQUIPMENT AND PERSONNEL

Subject to the limitations of Article IV, the Lenders agree to provide Emergency Assistance to the Borrowers with the kinds and types of equipment requested, including staffing according to rules and procedures under the Oregon Fire Service Mobilization Plan. Changes to the kinds and types of equipment or personnel will be mutually agreed upon prior to the response. For Mutual Aid and Automatic Response assistance and also subject to the limitations in Article IV, Fire Agencies agree that the Lender will provide to the Borrower personnel and equipment that is normally staffed and assigned to Emergencies and is in general conformance with the Oregon Fire Service Mobilization Plan.

#### Article VII - SUPERVISION

The Borrower has incident command responsibility for the Emergency incident and will establish overall supervision of the Emergency response personnel and equipment during the Emergency. However, until officers from the Borrower arrive at the incident, the commanding officer of the Lender arriving first will assume incident command until relieved. The Lender may refuse to commit equipment and personnel when, in its sole judgment, doing so would present unreasonable risk or danger of injury or harm to the Lender employees, volunteers, equipment, or any third party.

### Article VIII – MUTUAL AID

Requests for Mutual Aid must be addressed to the persons designated by Fire Agencies and will be provided under the terms of this Agreement.

- A. Mutual Aid will be for immediate, short duration assistance. The Borrower must release responding units as soon as assistance is no longer required.
- B. Fire Defense Chiefs may assume responsibility for coordination of Mutual Aid and move-up procedures developed by the Fire Defense Board.

### Article IX – AUTOMATIC RESPONSE

Automatic Response is desirable between two jurisdictions in certain areas encompassing both jurisdictions or to fill the response assignment.

- A. Automatic Response will be for immediate, short duration assistance. The Borrower must release responding units as soon as assistance is no longer required.
- B. Automatic Response for assigning apparatus and equipment will be predetermined and agreed upon by effected fire agencies prior to programming into Computer Assisted Dispatch.
- C. The automatic response shall be dispatched promptly and that first response by the jurisdiction requesting assistance shall not be a prerequisite to the request for or dispatch of assistance

### Article X – EMERGENCY ASSISTANCE

If an Emergency exceeds available Mutual Aid and Automatic Response and impacts a Fire Agency to the extent that preservation of life and property require the activation of either federal or Oregon emergency laws, this Agreement remains in effect unless it conflicts with federal or Oregon laws.

- A. **EMERGENCY ASSISTANCE SERVICES**  
Emergency Assistance services may include, but are not limited to, incident management, firefighting, search and rescue, emergency medical services, debris removal and media relations.

**B. COMPENSATION**

The provision of personnel and equipment beyond the initial Operational Period is subject to compensation for the entire period of use as the Lender and Borrower may agree. The costs associated with borrowed personnel and equipment is subject to the reimbursement process outlined in this Article.

**C. CONTRACT LABOR STATUS**

Lender equipment and personnel is provided as an independent contractor of Borrower in the performance of Emergency Assistance. While performing Emergency Assistance, Lender employees will not be deemed employees of Borrower for any purpose. Wages, hours, and other terms and conditions of employment of Lender remain applicable to all of its employees who perform Emergency Assistance. Lender is solely responsible for payment of its employees' wages, payroll taxes and any benefits or other compensation. Borrower is not responsible for paying any wages, benefits, taxes, or other compensation to Lender's employees.

**D. COST RECOVERY**

Any cost recovery action brought by a Lender under this Agreement is between the Lender Party and the Borrower. Actions against third parties will be coordinated by the Borrower and will be governed by any applicable agreements, understandings, or policies between the Borrower and third party. Lenders must provide complete documentation of all reimbursable costs consistent with this Agreement. Cost recovery between a Lender and the Borrower must be consistent with the policies and guidelines established in the Oregon Fire Service Mobilization Plan.

**E. PAYMENT FOR SERVICES AND ASSISTANCE**

To the extent budgeted funds are available; payment shall be made within 60 days. Otherwise, payment will be made as soon as funds are available, but in no event later than six months. Extension for payments may be agreed to by the parties.

**F. RECORD KEEPING**

Time sheets or daily logs (unit logs or ICS form 214) showing hours worked and equipment and materials used or provided by the Lender will be recorded on a shift by shift basis by the Lender and will be provided to the Borrower as needed. If no personnel are loaned, the Lender will provide shipping records for materials and equipment, and the Borrower will provide any required documentation of use of material and equipment for state or federal reimbursement. Under all circumstances, the Borrower remains responsible for ensuring that the amount and quality of all documentation is adequate for disaster reimbursement.

## Article XI - COMPLIANCE WITH GOVERNMENT REGULATIONS

Fire Agencies will comply with federal, state and local laws, codes, regulations, and ordinances applicable to the work performed under this Agreement. Fire Agencies recognize and agree that ORS Chapters 190, 401, 476, 477 and 478 extend the powers and authorities of Fire Agencies beyond their jurisdictions when operating under this Agreement.

## Article XII – INDEMNIFICATION AND LIMITATION OF LIABILITY

### A. INDEMNIFICATION

Borrower shall indemnify and hold harmless Lenders for any actions, errors or omissions of Borrower and its directors, officers, employees, and agents in connection with the performance or nonperformance by Borrower of its duties pursuant to this Agreement. Likewise, Lenders shall indemnify and hold harmless Borrowers for any acts, errors or omissions of Lender and its directors, officers, employees and agents in connection with the performance or nonperformance by Lender of its duties pursuant to this Agreement. The foregoing indemnity obligations shall include all claims, demands, judgments, and/or reasonable attorney fees and costs incurred by the indemnified party, and shall survive the termination of this Agreement. If Borrower is a public body, the liability of the public body under this provision shall not exceed in the aggregate the amounts in the Oregon Tort Claims Act, ORS 30.270

### B. ACTIVITIES IN BAD FAITH OR BEYOND SCOPE

The Borrower is not required to indemnify, hold harmless or defend a Lender from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from Lender's willful misconduct or gross negligence.

### C. LIABILITY FOR PARTICIPATION

In the event of any liability, claim, demand, action or proceeding, of whatever kind or nature arising from Mutual Aid, Automatic Response or Emergency Assistance under this Agreement, the Borrower agrees to indemnify, hold harmless, and defend, to the fullest extent of the law, each Party to this Agreement, whose only involvement in the transaction or occurrence which is the subject of such claim, action, demand, or other proceeding, is the execution and approval of this Agreement.

### D. DELAY/FAILURE TO RESPOND

No Party is liable to another Party, or is considered in breach or default under this Agreement, for any delay or failure to perform any obligation

under this Agreement, except to make payment as specified in this Agreement.

#### E. LITIGATION PROCEDURES

Each Party seeking to be released, indemnified, held harmless or defended under this Article for any claim shall promptly notify the Borrower of such claim, and shall not settle such claim without prior consent of Borrower, which consent shall not be unreasonably withheld. Such Party has the right to participate in the defense of the claim to the extent of its own interest. The Lender shall cooperate and participate in legal proceedings if so requested by the Borrower.

#### Article XIII – GOVERNMENTAL AUTHORITY

This Agreement is subject to laws, rules, regulations, orders, and other requirements, now or as amended, of all governmental authorities having jurisdiction over the Emergencies covered by this Agreement.

#### Article XIV – WORKERS' COMPENSATION AND EMPLOYEE CLAIMS

Lender employees, officers or agents remain employees of Lender while engaged in carrying out duties, functions or activities under this Agreement. Each Party remains responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers' compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Each Party must provide worker's compensation in compliance with Oregon statutory requirements. Fire Agencies recognize that although overall incident command supervision will usually be provided by the Borrower, supervision of individual employees will be provided by their regular supervisors. The intent of this provision is to prevent the creation of "special employer" relationships under Oregon worker compensation law.

#### Article XV – NO DEDICATION OF FACILITIES

No undertaking by a Party to another Party under this Agreement will constitute a dedication of the assets of such Party, or any portion thereof, to the public or to the other Party. This Agreement does not give a Party any right of ownership, possession, use or control of the assets of any other Party.



#### Article XVI –RELATIONSHIP OF THE PARTIES

This Agreement does not create an association, joint venture or partnership among Fire Agencies or impose any partnership obligation or liability upon any Party. No Party has any undertaking for or on behalf of, or to act or be an agent or representative of, or to otherwise bind any other Party.

Unless expressly authorized by Borrower, a Lender and its officers, employees and agents are not authorized to make any representation, enter into any agreement, waive any right, or incur any obligation in the name of, or on behalf of, or as agent for, Borrower.

#### Article XVI I– NO THIRD PARTY BENEFICIARY

This Agreement does not create any rights in or duties to any third party, nor any liability to or standard of care in reference to any third party. This Agreement does not confer any right or remedy upon any person other than Fire Agencies. This Agreement does not release or discharge any obligation or liability of any third party to any Party.

#### Article XVIII – ENTIRE AGREEMENT/REPEAL OF OTHER AGREEMENTS

This Agreement constitutes the entire agreement, though prior agreements of Fire Agencies may take precedence over certain provisions of this Agreement.

This Agreement does NOT supersede or repeal any Automatic Response agreements or pre-programmed first response agreements, hazardous materials response agreements with the State of Oregon, Mutual Aid and Automatic Response hazardous materials agreements with other State Response Teams, equipment sharing agreements, such as Nuclear, Biological and Chemical agreements with the City of Portland, or emergency planning agreements, such as the Office of Consolidated Emergency Management Cooperative Assistance Agreement, the Oregon Urban Search and Rescue Task Force Mutual Aid and Automatic Response Agreement, or agreements with ODF for provision of services beyond the first twelve (12) hours of an incident. To the extent appropriate, Fire Agencies to this Agreement will respond first under the above agreements. Emergency Assistance provided under the Oregon Emergency Conflagration Act, state and national forest fire defense plans, civil defense plans, and disaster preparedness plans are not governed by this Agreement.

#### Article XIX – SUCCESSORS AND ASSIGNS

This Agreement is not transferable or assignable, in whole or in part, and any Party may terminate its participation in this Agreement subject to Article III.

#### Article XX – GOVERNING LAW

This Agreement is interpreted, construed, and enforced in accordance with the laws of the State of Oregon.

#### Article XXI – VENUE

Any action which may rise out of this Agreement must be brought forth in the county where the Emergency occurred.

#### Article XXII – WAIVER OF RIGHTS

Any waiver at any time by any Party of its rights with respect to a breach or default under this Agreement, or with respect to any other matter arising in connection with this Agreement, does not constitute and will not be deemed a waiver with respect to any subsequent breach or default or other matter arising in connection with this Agreement. Any delay in asserting or enforcing any right, except those related to the statutes of limitations, will not constitute a waiver.

Each Party waives all claims against all other Parties for compensation for any loss, damage, personal injury, or death occurring to personnel or equipment as a consequence of its performance under this Agreement.

#### Article XXIII – SEVERABILITY

If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected. The rights and obligations of Fire Agencies will be construed and enforced as if the Agreement did not contain the invalid particular provision.

#### Article XXIV – NOTICES

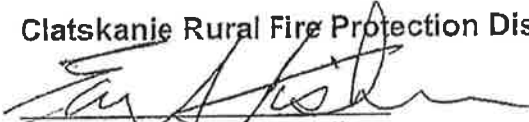
Any notice, demand, information, report, or item required, authorized, or provided for in this Agreement must be given in writing and will be deemed properly given if (i) delivered personally, (ii) transmitted and received by telephone facsimile device and receipt confirmed by telephone, (iii) transmitted

by email and confirmed by telephone or (iv) sent by United States Mail, postage prepaid, to the designated representative having authority for the Party concerned.

IN WITNESS WHEREOF, each Party has caused this Agreement for Mutual Aid, Automatic Response and Emergency Assistance to be executed by a duly authorized agent as of the date of their signatures. All signatures will be executed in counterparts, using the form appearing on this page, or another execution page substantially in that form.

**Columbia County Fire Agencies**

**Clatskanie Rural Fire Protection District:**

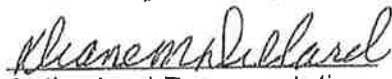
  
Authorized Representative

3-10-10  
Date

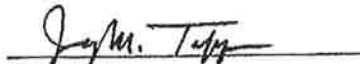
Stewart E. Shavek  
Fire Chief

3-10-10  
Date

**Columbia River Fire and Rescue:**

  
Authorized Representative

2-9-2010  
Date

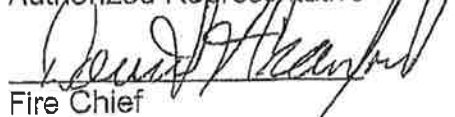
  
Fire Chief

2-09-2010  
Date

**Mist-Birkenfeld Rural Fire Protection District:**

  
Authorized Representative

20 Apr 10  
Date

  
Fire Chief

04/20/  
Date

**Oregon Department of Forestry -- Columbia Unit**

Michael J. Stueck  
Unit Forester

2/8/10  
Date

**Scappoose Rural Fire District:**

David P. Loverson  
Authorized Representative

Feb. 23, 2010  
Date

[Signature]  
Fire Chief

FEB 23 2010  
Date

**Vernonia Rural Fire Protection District:**

Steve Wells  
Authorized Representative

MAY 11, 2010  
Date

[Signature]  
Fire Chief

May 11, 2010  
Date

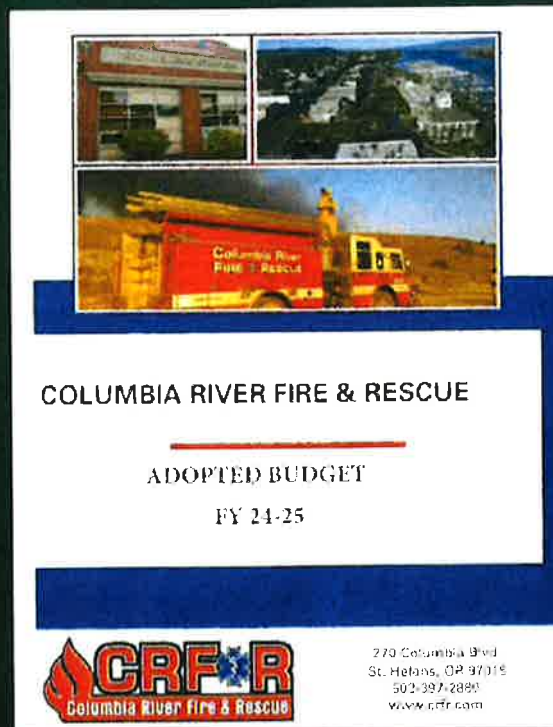
# Section 9

## Operating Budget

Our fiscal budget is designed to provide stability for staffing and new equipment without relying on levies. This means that we carefully allocate funds to ensure that we have enough resources to maintain our current staff levels and invest in necessary equipment upgrades. By prioritizing stability in our budget planning, we can avoid the need for additional levies to cover staffing costs. This approach helps us maintain a balanced budget and ensures that we can continue to support our staff and provide the resources they need to succeed.

CRFR is constantly growing and exploring options to meet the needs of the community.

- Statement of past ambulance service
- Budget attached





## Columbia River Fire & Rescue

EMS Division Chief Office

270 Columbia Blvd \* St Helens, Oregon \* 97051  
Phone (503)-397-2990 \* [www.crfr.com](http://www.crfr.com) \* FAX (503)-397-3198

RE: Ambulance Service Area Franchise Proposal 2024 / RFP #S-C00055-00010854

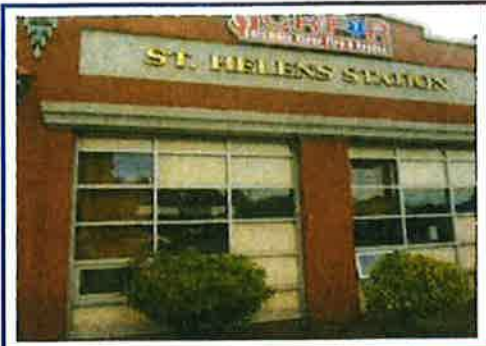
**Statement of past ambulance services (COLUMBIA COUNTY AMBULANCE SERVICE ORDINANCE, section 9. 3g.)**

To: Whom it may concern,

Columbia River Fire and Rescue has provided uninterrupted ambulance service to ASA 3 and 4 since 2001. Before 2001 St. Helens Fire District provided ambulance service to ASA 3 and Rainier Fire District provided ambulance service to ASA 4 since the 1970s. Columbia River Fire and Rescue has a long-standing history of service to ASA 3 and 4 and looks forward to providing many more years of ambulance service.

A handwritten signature in black ink, appearing to read 'J. Cole', is written over the printed name.

Jerry Cole  
Division Chief



# COLUMBIA RIVER FIRE & RESCUE

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## ADOPTED BUDGET

FY 24-25



270 Columbia Blvd  
St. Helens, OR 97015  
503-397-2880  
[www.crfr.com](http://www.crfr.com)





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FY 2024-25 Approved Budget Document



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# Columbia River Fire and Rescue

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## INTRODUCTION & DISTRICT OVERVIEW

Fiscal Year 2024-25

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**Introduction of Members**

2024-25 Budget

**BOARD OF DIRECTORS**

As of May 2024

	Term Expires
Ryan Welby, Vice President	6/30/2024
Austin Zimbrick, Director	6/30/2025
Richard Fletcher, Secretary/Treasurer	6/30/2025
Paul Rice, Director	6/30/2024
Mark Gundersen, Director	6/30/2024

**BUDGET COMMITTEE**

As of May 2024

*Members consist of the Board of Directors and five (5) citizen members with 3-year terms*

	Term Expires
Mark Chism	6/30/2024
Ricky Linares	6/30/2024
Kate Linares	6/30/2025
Daniel Garrison	6/30/2026
Melissa Dueck	6/30/2026

**DISTRICT EXECUTIVE STAFF**

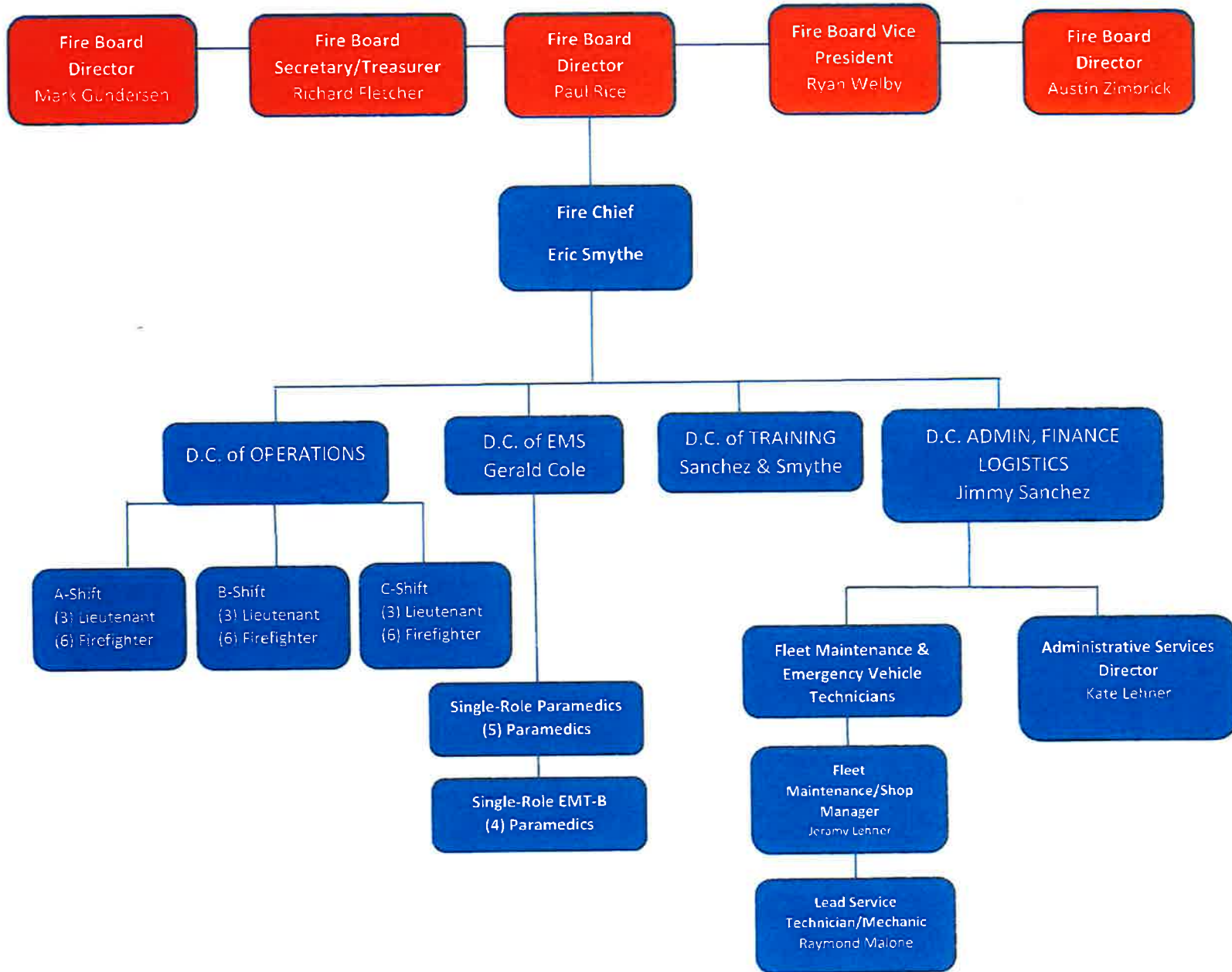
As of May 2024

**Eric Smythe, Fire Chief**

**Jimmy Sanchez, Division Chief of Admin, Finance, & Logistics**

**Gerald Cole, Division Chief of EMS**

# CRFR Organization Chart





## Columbia River Fire & Rescue

### ADMINISTRATION OFFICES

270 Columbia Blvd ★ St Helens, Oregon ★ 97051

Phone (503)-397-2990 ★ ★ FAX (503)-397-3198

[www.crrf.com](http://www.crrf.com)

# A MESSAGE FROM THE CHIEF

**12 June 2024**

To Board of Directors, Budget Committee Members, Staff, and Residents of the Fire District,

We are pleased to present for your consideration and review the Fiscal Year 2024-25 budget for Columbia River Fire and Rescue, a rural fire protection district in Columbia County (herein referred to as the District).

This budget was developed in collaboration with members of IAFF Local 3215, Administrative Staff, and I over several months. The budget presented includes the priorities of adequate staffing, response models, and resources necessary to accomplish the mission(s) of emergency response, fire prevention, medical treatment/transport, and fire suppression. We, as a team, recognize the importance of mutual support and design, which are necessary to effectively develop a balanced budget to meet the needs of the district.

In the spirit of cooperation, the budget was built upon the goals, expectations, strategies, and organizational requirements necessary to align with the needs of our communities, whose protection has been entrusted to all of us.

We recognize the need to invest in our personnel, infrastructure, equipment, and programs to combat wildland fires, provide structural fire protection, and deliver emergency medical services within and beyond our Fire District.

The safety of our personnel, residents, and visitors in Columbia County is our top priority as a Fire District. We are committed to supporting growth, fostering innovation, and leveraging the latest technologies to meet the long-term strategic goals, vision, and mission that our citizens expect from us.

### A Year in Review 2023-24

To put it bluntly, fiscal year 2023-24 has been one for the record books. The District witnessed dramatic changes at the Administrative level of the organization, which have shaped the Fire District for years to come. Several career firefighters departed the district through retirement or opportunities with other fire districts throughout the Pacific Northwest. These departures created a vacuum at our line firefighter level that needed to be corrected to meet the demands of service placed upon the District.

These changes in our staffing required a rapid correction to our deployment and response models that have been in place for several decades. The previous way we conducted business would and could not meet the responses we were receiving for emergency incidents; we had to find solutions to challenges in a very short period of time.

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In the history of the Fire District, rapid changes were often met with fear, apprehension, and adversarial behavior. This often led to inaction or a lack of forward progress. The challenges presented in FY 2023-24 required immediate action, not only on the part of the Administrative Staff but also of the Board of Directors and the Labor group represented by IAFF Local 3215.

These challenge(s) were the catalyst for a change of direction, to find a path forward that meets the needs of our constituents and balances the organization's financial future. The plan—or should I say multiple plans—was born from many hours, days, and weeks working with our Labor Group IAFF 3215 to answer the question of “what is the best response model for Columbia River Fire and Rescue now in the 21st century?” What did we do?

For over 20 years, Columbia River Fire and Rescue has met the demands for service based upon a staffing model of 36 Firefighter/paramedics that cross-staff either a fire apparatus or ambulance based upon the incident. That model worked when our emergency response numbers were in the few thousand, but it does not work for our current response of over 6,500. In the last 10 years, CRFR has seen the demand for service double, while neighboring fire districts saw a more modest 10-15% increase during the same period.

The District, working closely with IAFF Local 3215, devised a new direction. This direction allows for all hazard fire personnel to remain available for fires, traffic accidents, and hazardous materials incidents while maintaining a ready state of EMS personnel for medical response. This budget was designed with this change in our response model(s), allowing our staff to meet all responses while maintaining a ready response in the District with greater frequency. This model also increases our available transport units

Our new response model and fiscal budget emphasize the need for EMT/Paramedic staffed ambulances responding to medical calls during our peak call times, allowing all hazard personnel the ability to assist and remain available for fires, traffic accidents.

The future of Columbia River Fire and Rescue is promising, and it cannot be overstated. As the largest fire district in Columbia County, responding to 65% of all emergencies in the County requires attention to detail, fiscal responsibility, and placing the needs of our citizens first and foremost when determining budget priorities. We are an all-hazard emergency response agency that has met and will continue to meet the alarm when it sounds, with teamwork and dedication to serving our communities.

Respectfully submitted,



Eric Smythe

Fire Chief

Columbia River Fire & Rescue

## History of the District

2024-25 Budget

- 1945—St. Helens Rural Fire District created
- 1947—Rainier Rural Fire District created (100+ square miles)
- 1967—St. Helens City fire and St. Helens Rural Fire combine into one District
- 1970's—PGE begins building and operating Trojan Nuclear Power plant outside Rainier
- 1979—Columbia 911 District is formed
- 1980—Ambulance service is added to St. Helens Rural Fire District
- 1996—Joint Maintenance facility is built in cooperation with the City of St. Helens
- 1997—St. Helens Rural Fire administrative offices move to 270 Columbia Blvd
- 1999—Rainier Rural Fire & St. Helens Rural Fire enter into an Intergovernmental Agreement
- 2001—PGE closes Trojan Nuclear Power plant
- 2002—Rainier Rural Fire & St. Helens Rural Fire merge and become Columbia River Fire & Rescue
- 2005—Strategic Plan for Columbia River Fire & Rescue is adopted and includes directives to hire additional firefighters, a Fire Inspector, a Community Liaison Specialist and enhance firefighter training
- 2006—Planning for LBTC begins; financing secured
- 2008—LBTC is completed and opened. Lehman Brothers files for bankruptcy and the housing market falls. Boise Cascade closes St. Helens Veneer plant
- 2009—Boise Cascade lays off 300 workers and reduces production by 2/3. CRFR Finance Committee explores revenue and cost savings ideas. FY 2009-10 the District eliminates all capital expenses; freezes pay for non-represented employees, represented employees delay COLA; changes health insurance plans; eliminates Admin Receptionist; reduces Materials & Services and Contractual Services expenses and does not fill 1.0 FTE firefighter following retirement. Reductions: \$1,042,478
- 2010—Strategic Plan (#2) for Columbia River Fire & Rescue is adopted and includes directives to focus on financial stability and planning, succession planning and building partnerships/community relationships. FY 2010-11, the District eliminates 1.0 FTE Chief Officer; 1.0 FTE Community Liaison Specialist; 1.0 Fire Inspector; incentivizes firefighter retirements and does not fill 2.0 positions and does not increase Materials & Services and Contractual Services expenses. Reductions: \$700,901
- 2012—Boise Cascade closes all operations in St. Helens. District is successful in obtaining two SAFER grants for hiring firefighters and recruiting volunteers totaling \$1.3 million. FY 2011-12, COLA is 0% for all staff and no increases made to other expenses. Budget increases \$32,001.
- 2013—Finance and Sustainability Committees recommend to the Board of Directors to pursue a Capital Bond levy for equipment and property improvements as early as May 2014. District implements formal Joint Duty Officer Agreement with Scappoose Rural Fire. FY 2012-13, the District eliminates 1.0 FTE Chief Officer; COLA is 0% for all staff and adds SAFER funded positions.
- 2014—Strategic Plan (#3) is adopted and includes directives to seek a Capital Bond levy for equipment and property improvements, succession planning, staffing and volunteers. Two capital bond levy attempts are unsuccessful. AFG grant application unsuccessful. Apparatus Replacement Committee explores cost effective way to re-engine/re-furbish existing ambulances. SAFER funding for firefighting positions expires.
- 2015—SAFER funding to rehire firefighting positions is unsuccessful.
- 2016—Columbia River Fire & Rescue and Scappoose Rural Fire Protection District enter into an IGA to share Chief Officer services with the goal of working more cohesively and cooperatively together.
- 2017—Community Paramedic and EMS-Only staffing are hired in an effort to meet EMS demands within the District.
- 2018—AFG funding approved for hose and firefighting tools
- 2019—SAFER funding approved for Volunteer Recruitment & Retention; AFG funding approved for physical fitness equipment. Dyno Nobel settlement replaces turnouts and SCBAs.
- 2020—Columbia River and Scappoose Rural terminate IGA for shared services; SAFER funding approved for Volunteer Recruitment & Retention activities; COVID-19 worldwide pandemic.

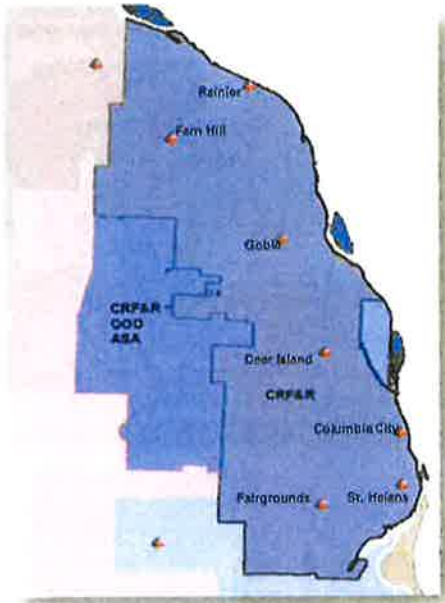
# Community Demographics

Columbia River Fire & Rescue covers over 185 square miles of Columbia County, located in the Northwest part of the state of Oregon along the Columbia River.

### Estimated Population and Demographics (2021)

- City of Rainier- population 1,905 | 4.95mi<sup>2</sup> | founded 1885
- City of Prescott- population 80 | .06mi<sup>2</sup> | founded 1947
- City of Columbia City- population 1,957 | 1.158mi<sup>2</sup> | founded 1926
- City of St. Helens- population 14,095 | 5.95mi<sup>2</sup> | founded 1889
- Columbia County- population 53,074

Source: US Census Bureau



### District Service Area & Station Locations:

- Rainier
- Fern Hill
- Goble
- Deer Island
- Columbia City
- St. Helens
- Fairgrounds

### School District Student Enrollment- 2022

- Rainier School District #13 – 794
- St. Helens School District #502 – 2,775

Source: Oregon Department of Education





# Columbia River Fire and Rescue

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## MISSION & GOALS

Fiscal Year 2024-25

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## **Mission, Vision and Values Statements**

2024-25 Budget

### ***MISSION STATEMENT***

Columbia River Fire & Rescue protects and improves the quality of our citizens' lives by providing life safety and emergency services in their time of need. We dedicate ourselves to preventing harm to people and property by community involvement and education in all areas of fire prevention and emergency preparedness. We respond to all calls for service in a competent and friendly manner with the goal of minimizing losses and aiding in the restoration of lives. We find solutions to community concerns and problems by doing the right thing, the right way, at the right time.

### ***VISION STATEMENT***

Our vision for Columbia River Fire & Rescue is to be recognized as a model of excellence in fire protection, medical, and other community services. We will provide proactive leadership by anticipating the needs of our communities as they grow and change. We will continuously improve our services through promotion of technology and innovation in all areas of our profession. We will foster a climate of trust through involvement, creativity, and accountability in all that we do. We will create a culture of professionalism that provides our valued members with the skills and tools for effective delivery of top-notch emergency services.

### ***STATEMENT OF VALUES***

**Loyalty and Membership** – We greatly value member loyalty to the mission and goals of the Fire District and its service to the public we are sworn to protect. Membership in this organization is viewed as both a privilege and a sacred trust, with great responsibility attached.

**Customer Service and Trust** – Service to our citizens is a value we place only above safety in our hierarchy of responsibilities. Citizen trust is gained through the consistent delivery of the highest levels of customer service on a day-to-day basis.

**Respect** – We deeply value respect for all people, whether they be employees, volunteers, family members, community partners, or citizens we serve. This same level of respect is expected to be displayed by our members to each other in the discharge of their District duties.

**Developing personnel who are competent, well trained** – We firmly believe that investing in our valued members is paramount to success in all areas of our profession. It is this commitment to keeping our workforce trained to the highest standards that allow us to provide safe, effective delivery of service to our citizens.

**Professional excellence** – We strive to provide an environment for all of our members to attain the highest levels of excellence in their chosen profession. We do this by providing a safe workplace with responsible and highly trained members who support teamwork, camaraderie and professionalism.

## **Mission, Vision and Values Statements**

2024-25 Budget

**Teamwork** – The very nature of our profession demands that we work together as a smoothly functioning, cohesive unit. All CRFR members pledge to provide the leadership and organization that encourages the highest levels of teamwork and cooperation.

**Recognize and respect differences** - The Fire District prides itself in its tradition of respect for all people, whether they are members of the organization, strategic partners, or citizens we serve. We will respect the diverse backgrounds and values these individuals possess, and we further pledge to continue this level of excellence in all District operations in the execution of our duties.

***“Serving our Communities with Dedication”***

**Department Fiscal and Budgetary Goals FY 2024-25**

2024-25 Budget

The primary financial goal continues to be creating and maintaining a healthy level of Unappropriated Ending Fund Balance (UEFB) and promoting financial sustainability.

***“The purpose of an unappropriated ending fund balance is to provide the local government with a cash or working capital balance with which to begin the fiscal year following the one for which this budget is being prepared.” (ORS 294.371 and OAR 150-294.398)***

It is financially critical that Columbia River Fire and Rescue maintains a UEFB of \$3M to carry forward as beginning fund balance for the next fiscal year. Beginning fund balance must be sufficient to pay for District operations until property tax levied for the fiscal year is paid to the District in November. Last year, the District’s goal was a minimum allotment of five hundred thousand dollars (\$500,000), with the understanding that a line of credit would be available to fund the shortfall. When the line of credit was canceled, the District had to make significant cuts to ensure they did not run out of money.

Staffing has been restructured and the budget presented is structurally balanced, meaning operating revenues are not less than operating costs and the District is not using one-time revenues to pay for ongoing costs. This is key to ensuring the ongoing financial health of the organization.

***“Do not include an unappropriated ending fund balance in the resolution or ordinance making appropriations. No expenditures can be made from an unappropriated ending fund balance during the year in which it is budgeted. The only exception to this is in an emergency situation arising during the year by involuntary conversion (theft, vandalism, accident, etc.), civil disturbance or natural disaster. If such an emergency occurs and the revenue in the unappropriated ending fund balance is needed to replace the damaged property, it may be appropriated with a resolution or ordinance or through a supplemental budget after that event occurs.” (ORS 294.481)***

The District has no plans to touch the UEFB during FY 2024-25 through the process described in the preceding paragraph. Instead, the goal is to continue to build the UEFB each year, proportionally to growth in revenues and expenditures, to ensure future budgets remain structurally balanced.

# Columbia River Fire and Rescue

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## FINANCIAL OVERVIEW

Fiscal Year 2024-25

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ADMINISTRATION OFFICES

270 Columbia Blvd ★ St Helens, Oregon ★ 97051  
Phone (503)-397-2990 ★ [www.crrf.com](http://www.crrf.com) ★ FAX (503)-397-3198

**BUDGET MESSAGE**

**June 12, 2024**

Budget Committee Members and Residents  
Columbia River Fire & Rescue

**Dear Budget Committee Members and Residents:**

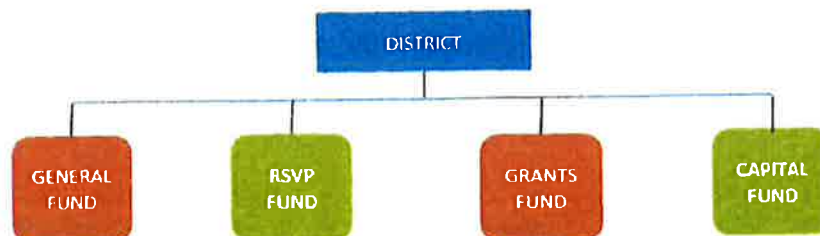
***Introduction***

In compliance with the State of Oregon Local Budget Law, Columbia River Fire & Rescue has prepared the total proposed budget of \$14,474,600 for the fiscal year 2024-25, beginning July 1, 2024, and ending June 30, 2025, and has been submitted for your approval. As prepared and submitted, the annual budget is intended to serve as a:

- **Financial plan** for the upcoming fiscal year, it is necessary to provide a clear outline of expected expenses and proposed methods of financing.
- **Operational plan** for allocating and utilizing personnel, materials, services, and other resources will be executed according to this budget for the fiscal year.
- **Strategies guide** for program and department goals and objectives for the fiscal year.

***Budgetary Accounting Basis***

The funds are budgeted using the modified accrual basis of accounting, following standard budgetary practices. The fund organizes the District's accounts; each is considered a distinct budgetary and accounting unit.



**General Fund**

This includes the general operation of the district, organized into the following departments Administration, fire operations, training, EMS, fire prevention, and fleet/facility maintenance, which are further delineated in the budget being presented.

**RSVP Fund**

This program was ended due to the administrative burden and the subsidizing from the General Fund that the District could not afford. In fiscal year 2024-25, it is planned to officially close the RSVP fund. It will continue to be presented because Oregon budget Law requires listing an old fund even if it is no longer active. The detail sheets must show each fund's actual expenditures and resources for the two preceding fiscal years (ORS 294.358, renumbered from 294.376).

**Grant Fund**

This fund will reflect the estimated reimbursement and additional funds Columbia River Fire and Rescue expects to receive from the following grant:

- FY 2021 (AFG): EMW-2021-FG-09824 (Concludes: 09-12-2024).

**Capital Fund**

The capital fund budget has been created to save for the District's capital purchases. Our fleet of vehicles is getting old, and it's becoming difficult to find parts and services for them. Even though our fleet maintenance department does a fantastic job with the necessary repairs, it's getting harder to keep our vehicles from the 1980's and ambulances with over 200,000 miles running. Therefore, CRFR has budgeted for the replacement of two ambulances, as reflected in the Capital Outlay budget.

**Inactive Funds**

The following funds were included as required by Oregon budget Law to list an old fund even if it is no longer in use. The detail sheets must show the actual expenditures and resources for the two preceding fiscal years for each fund (ORS 294.358, renumbered from 294.376).

- Sick Leave/Retirement Fund
- Apparatus Fund
- TANS Fund
- FGP Fund
- Health Insurance Reserve Fund
- Maintenance Enterprise Fund

The budget is created using generally accepted accounting principles. Governmental funds are accounted for using the modified accrual basis of accounting. Revenue is recorded when measurable and available, while expenditures are recorded upon receiving goods or services. All fund assets and liabilities, current and non-current, are accounted for within their respective funds and have been adjusted to reflect a more transparent budget for the citizens we serve.

**Budget Process**

Based on strategic goals and financial models, CRFR's budgetary goals are communicated to the Division Chief of Administration, Finance, & Logistics & Division Chief of EMS. Managers then develop the budget while identifying key performance objectives for their department and program. T

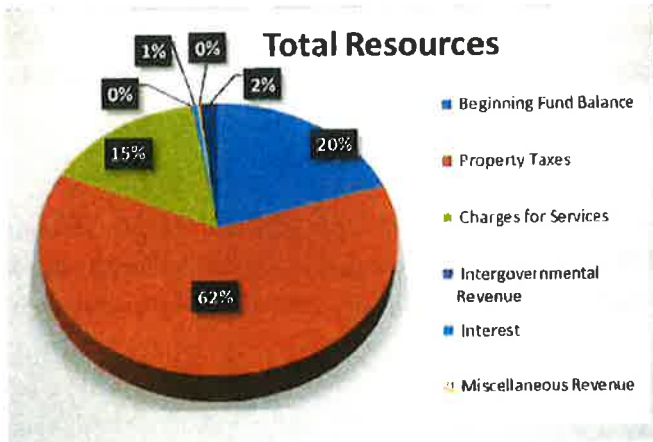
fire chief and executive staff provide guidance and outline the philosophy to achieve our objectives to serve our employees and citizens better. The current governing body creates a comprehensive budget for all funds that fall under state law's budgetary requirements. This includes the legal obligation for a balanced budget, ensuring that the total beginning fund balance, revenues, and other financing sources align with the total expenditures, other financing uses, contingency, and ending fund balance.

The budgeting process includes public input through various stages of preparation, public hearings, and approval of the original budget by the Budget Committee and the CRFR Board of Directors.

**Budget Summary**

The total proposed budget requirements for the fiscal year 2024-25 are \$14,474,600, an increase of 7% over the prior year's adopted budget of \$13,538,400. The following table is an All Funds summary comparing the previous year's adopted budget to the current year's proposed budget.

2024 Adopted	All Funds	2025 Proposed	Change from Prior Year	Change as %
1,460,000	Beginning Fund Balance	2,895,000	1,435,000	98%
8,830,000	Property Taxes	8,960,000	130,000	1%
2,193,000	Charges for Services	2,246,000	53,000	2%
265,000	Intergovernmental Revenue	15,000	(250,000)	-94%
80,000	Interest	80,000	-	0%
15,400	Miscellaneous Revenue	28,600	13,200	86%
700,000	Transfers from other Funds	250,000	(450,000)	100%
<b>13,543,400</b>	<b>Total Resources</b>	<b>14,474,600</b>	<b>931,200</b>	<b>7%</b>
9,601,430	Personnel Services	8,423,260	(1,178,170)	-12%
1,846,166	Materials and Services	2,059,620	213,454	12%
565,000	Capital Outlay	490,000	(75,000)	-13%
330,804	Debt Service	329,675	(1,129)	0%
700,000	Transfers	250,000	(450,000)	-64%
-	Contingency	500,000	500,000	100%
500,000	Reserve/Ending Fund Balance	2,422,045	1,922,045	384%
<b>13,543,400</b>	<b>Total Requirements</b>	<b>14,474,600</b>	<b>931,200</b>	<b>7%</b>



**Total Resources and Significant Changes**

Total Resources equal **\$14,474,600**, the largest of which is Property Taxes.

**Beginning Fund Balance**

The District is forecasting a beginning fund balance of \$2,895,000 to cover expenses from July 1<sup>st</sup> until November when significant property tax revenues are received. The beginning fund balance is equal to the Ending fund balance at the end of the fiscal year. This is often explained as the dollars needed

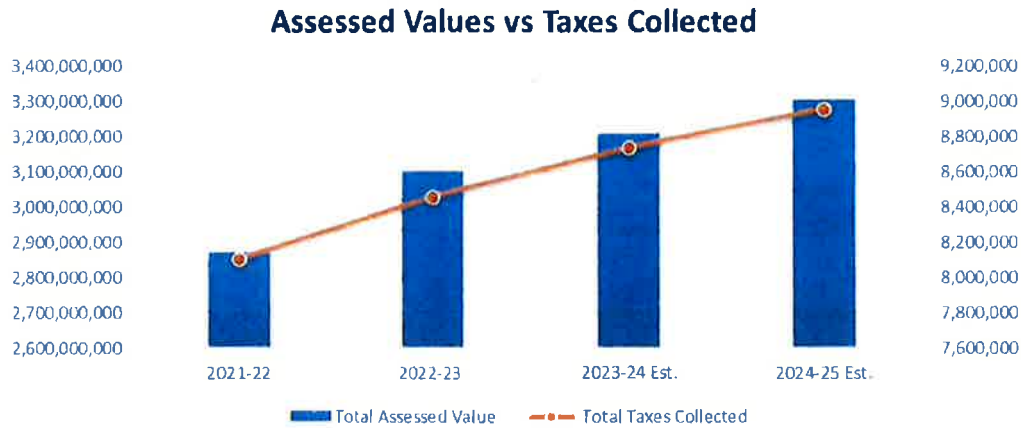


to carry the District from July 1 through October, as property tax payments are minimal during these months. The beginning fund balance has increased significantly over the prior year, thanks to the sacrifice of the District’s management staff in the efforts to curb spending, put projects on hold, and reduce staffing through attrition.

**Property Taxes**

This budget, we are only forecasting a 1.0% increase in total property tax collections from the prior year's budget. This reduced percentage of increase is because current year collections are short of FY 2023-24 adopted budget projections, resulting in a lower base to project from. The County Assessor sent a letter on January 31, 2024, notifying the District that the County is withholding tax collections in anticipation of a tax refund for Cascade Tissue and other possible offsets. As of the end of March, the County had withheld \$96,129 from the District’s tax collections.

The District's permanent tax rate of \$2.9731/1,000 of assessed value is used to calculate general operating property taxes.



According to existing regulations, a property's assessed value is typically lower than its market value, which is determined by comparing it to similar properties. In addition, the District experiences compression in its collections with Urban Renewal Areas where the tax rolls have been frozen (i.e., no new growth in collections). When we factor in these things, the true collection rate for the District is approximately 92%. Therefore, we have budgeted collections of \$8,960,000 (rounded figure) for the proposed budget.

**Charges for Services**

Service charges are budgeted to increase by 2% over the prior budget. The District is continuing the Ground Emergency Medical Transport (GEMT) grant and partnering with Systems Design West (EMS Billing company) for accurate EMS billing reports. Our goal is to recover as much revenue as possible through these efforts.

**Intergovernmental Revenue**

Conflagration revenue is difficult to predict. After careful consideration, we have deemed it prudent to budget zero as there are no pending events for the District to collect on.

**Interest Income**

Local Government Investment Pool (LGIP) rates are still strong at approximately 5% and are expected to remain fairly stable over the next fiscal year, but there are possible rate cuts in the future. While the District's cash on hand varies, the District keeps its property tax revenue in LGIP and only transfers out the amount necessary each month to fund payroll and accounts payable, thus maximizing interest earnings.

**Miscellaneous**

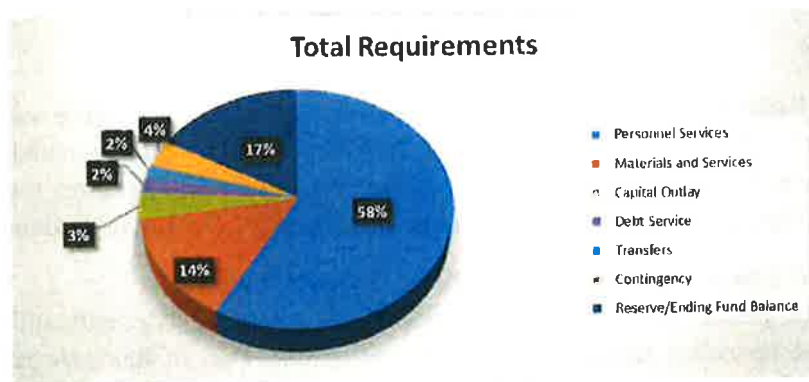
The proposed includes used equipment surplus sales. As is best practice, the equipment will be placed on GovDeals government auction in hopes of recovering the most for our aging and surplus equipment.

**Transfers from Other Funds**

This accounts for the inter-fund activities between the various Funds.

**Total Expenditures & Significant Changes**

Total Requirements equals **\$14,474,600**, and the largest of these is Personnel.



**Personnel Services**



The decision to remove the Fire Marshal, keep the Division Chief of Training position vacant until FY 25-26, and eliminate three battalion chief positions was made to balance the budget and ensure that CRFR's personnel service expenditures are below our annual tax revenues. In addition, a staffing model change has been implemented to include single-role paramedics and EMT-B personnel, which has led to a total of 27 full-time equivalent (FTE) firefighter personnel and 8 FTE single-role personnel beginning in FY 24-25. This change has allowed us to provide the best possible service to the community we serve within our budgetary constraints. We have also significantly reduced our administrative personnel from 16 FTE in FY 21-22 to 6 full-time administrative personnel today.

## Materials and Services

Materials and services costs have seen inflation in utilities and fuel; however, the District has held the reins firmly on unnecessary spending. This cautious approach must continue to ensure the district's long-term financial health. The proposed budget includes a 12% increase over the prior year, which can also be attributed to expected legal fees and higher insurance costs.

## Capital Outlay



The Capital Outlay budget totals \$490,000. It allows for funds to purchase two modestly priced ambulances, repair the mold damage in the LBTC, and purchase necessary equipment.

## Debt Service



Total budgeted debt service expenditures are \$329,675 to meet estimated principal and interest obligations associated with general obligation debt outstanding for the LBTC training center, fire engine lease-to-purchase contract, and Stryker power loaders on all our ambulances.

## Transfers to Other Funds

This accounts for the inter-fund activities between the various Funds.

## Contingency

The General Fund budget includes \$500,000 in Contingency. These dollars cannot be spent unless moved through Board Action via budget transfer or supplemental budget but are available to access in FY2024-25 should an urgent need arise. However, it would be prudent to avoid spending these dollars and instead carry them forward into the next budget cycle to continue the path of financial sustainability.

## Reserves and Unappropriated Ending Fund Balance (UEFB)

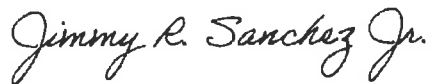


Our district is committed to responsible financial management and ensuring that CRFR has the necessary resources to operate effectively. Part of this is to maintain a healthy ending fund balance, which will roll forward to the following year as the beginning fund balance. The District took extreme measures to shore up ending fund balance throughout the year. The proposed ending fund balance of \$2.4M will allow us to avoid relying on a revolving line of credit or other credit sources that have been utilized for over a decade to cover operational costs. Ongoing monitoring is needed to ensure that the District does not deplete its fund balance again.

***Final Thoughts***

Our community and service areas can expect exceptional service in the upcoming fiscal year. We are committed to meeting our long-term performance goals and maintaining high standards. Despite inflation, challenges in enterprise zones within our district, and limited tax revenue, we remain optimistic about the opportunities that FY 2024-25 will bring. We have overcome staffing challenges and changed our staffing model to maintain emergency services for our community. While the administration is doing more with less, our priority is to provide professional and efficient emergency services in all types of hazardous situations. We want to express our gratitude to our administrative staff members who have worked tirelessly to get us to this point. Rest assured; we will continue to put in the same level of effort to manage the FY 24-25 budget effectively.

Sincerely,



Jim Sanchez

Division Chief of Finance & Logistics

# Property Tax Overview

2024-25 Budget

Permanent Tax Rate – \$2.9731/\$1,000 of assessed value

Reductions (due to compression):

\$0.2162 St. Helens Urban Renewal Agency

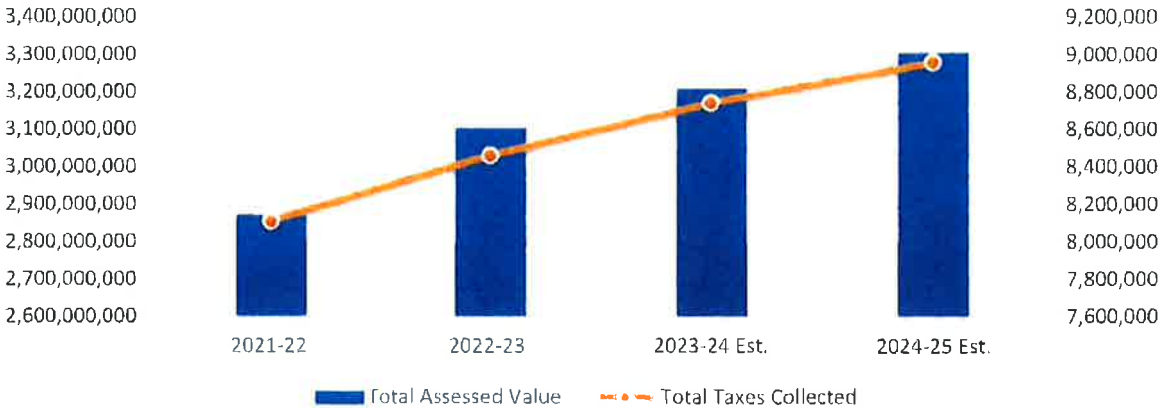
\$0.1742 Rainer Urban Renewal Agency

General Fund – Permanent Rate	
Estimated Assessed Valuation:	\$3,306,768,466
Tax Rate Levied:	\$2.9731/\$1,000
Estimated General Fund Total Levy:	\$9,225,972
Expected Collection Rate:	97.1%
Estimated Collections:	\$8,962,758

## Property Tax Levies and Collections

Fiscal Year	Total Assessed Value	Exempt	Net Assessed Value	Net AV * Permanent Rate	Compression & URA Impact	Total Taxes Imposed	Increase From the Prior Year	Total Taxes Collected	Collection Rate	Collection Rate with Adjustment
2021-22	2,871,511,924		2,871,511,924	8,537,292	(217,343)	8,319,949	4.0%	8,110,163	97.5%	95.0%
2022-23	3,104,000,421	17,919,712	3,086,080,709	9,175,227	(463,424)	8,711,803	4.7%	8,463,258	97.1%	92.2%
2023-24 Est.	3,210,454,821	11,931,310	3,198,523,511	9,509,530	(507,063)	9,002,467	3.3%	8,745,629	97.1%	92.0%
2024-25 Est.	3,306,768,466	15,000,000	3,291,768,466	9,786,757	(\$60,785)	9,225,972	2.5%	8,962,758	97.1%	91.6%

## Assessed Values vs Taxes Collected



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**Debt Service**

2024-25 Budget

For the Proposed Budget, all Debt Service payments are budgeted within Fund 00-General Fund.

**Bonded Debt**

In February 2016, the District refunded and refinanced the 2006 Full Faith & Credit Obligations that were originally issued to build the Lee Broadbent Training Center in the amount of \$2,375,000. The new obligations are on the same maturity schedule as the previous with a final payment date of January 1, 2037. The net present value of savings due to refinancing was an estimated \$422,544. The remaining debt service payments are as follows:

Budget Year	Payment Due	Principle Payment	Interest Payment	Annual Payment	Balance
					\$1,735,000
2024-25	7/1/2024		\$34,700	\$171,400	
	1/1/2025	\$105,000	\$34,700		\$1,630,000
2025-26	7/1/2025		\$32,600	\$172,300	
	1/1/2026	\$110,000	\$32,600		\$1,520,000
2026-27	7/1/2026		\$30,400	\$173,000	
	1/1/2027	\$110,000	\$30,400		\$1,410,000
2027-28	7/1/2027		\$28,200	\$168,600	
	1/1/2028	\$115,000	\$28,200		\$1,295,000
2028-29	7/1/2028		\$25,900	\$169,100	
	1/1/2029	\$125,000	\$25,900		\$1,170,000
2029-30	7/1/2029		\$23,400	\$174,300	
	1/1/2030	\$125,000	\$23,400		\$1,045,000
2030-31	7/1/2030		\$20,900	\$169,300	
	1/1/2031	\$130,000	\$20,900		\$915,000
2031-32	7/1/2031		\$18,300	\$169,200	
	1/1/2032	\$140,000	\$18,300		\$775,000
2032-33	7/1/2032		\$15,500	\$173,800	
	1/1/2033	\$140,000	\$15,500		\$635,000
2033-34	7/1/2033		\$12,700	\$168,200	
	1/1/2034	\$150,000	\$12,700		\$485,000
2034-35	7/1/2034		\$9,700	\$172,400	
	1/1/2035	\$160,000	\$9,700		\$325,000
2035-36	7/1/2035		\$6,500	\$176,200	
	1/1/2036	\$160,000	\$6,500		\$165,000
2036-37	7/1/2036		\$3,300	\$169,800	
	1/1/2037	\$165,000	\$3,300	\$168,300	\$0

**Debt Service**

2024-25 Budget

**Capital Leases**

On November 12, 2019, the District entered into a capital lease agreement with Government Capital Corporation for the purchase of 2 Rosenbaur Timberwolf fire engines. The remaining debt service payments are as follows:

**SCHEDULE OF PAYMENTS & OPTION TO PURCHASE PRICE FOR FIRE ENGINES**

Payment Number	Payment Date	Total Payment	Interest Paid	Principal Paid	Remaining Balance	Option to Purchase after payment on this line
					\$102,924.91	
5	1/22/2025	\$102,924.91	\$2,968.68	\$99,956.23	\$0.00	\$1.00

Interest Rate 2.97%

The District entered into a lease purchase agreement on March 15, 2022, with Stryker Medical for 4 MTS Power Loaders and related equipment. The remaining debt service payments are as follows:

Payment	Payment Date	Capital Lease Payment	Equipment Service Cost	Total Payment
4	4/15/2025	\$38,575.26	\$13,701.00	\$52,276.26
5	4/15/2026	\$38,575.26	\$13,701.00	\$52,276.26



## Budget & Financial Policies

2023-24 Budget

### Operating Budget Policy

Columbia River Fire & Rescue is committed to providing high-quality services to the community at an acceptable level of taxation. Specific policies that drive the budget preparation are:

- The District will maintain high service levels in emergency services operations, which include responses to fire and medical emergencies. These services receive the highest priority for funding.
- The District strives to avoid adopting budgetary procedures that result in balancing current operational costs at the expense of future years' operations.
- The District will maintain a budgetary control system to ensure compliance with the adopted budget.
- The District's balanced budget policy is that a budget is considered balanced when the funds' total resources of beginning fund balance, revenues, and other financing sources are equal to the total of expenditures, other financing uses, and ending fund balance.

### Financial Forecasting

Prior to the budget process each year, finance staff prepare a financial forecast. The forecast and variables are reviewed with management and set the tone for the budget process and long-term financial planning. These forecasts are performed with consideration of future economic variables, including labor costs, PERS rate projections, healthcare, interest, and inflation rates.

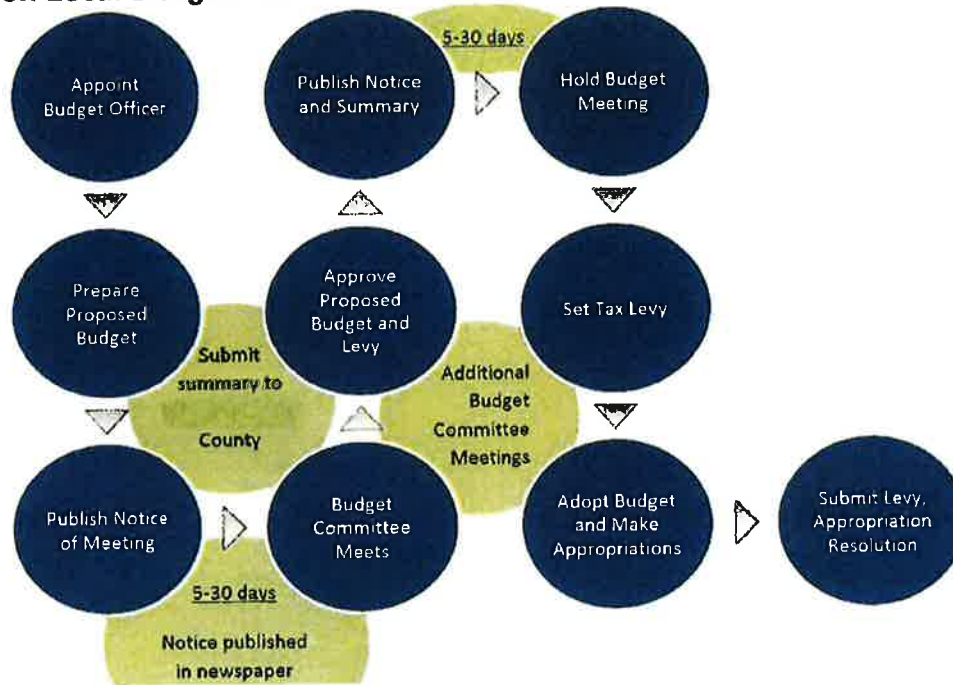
### The Annual Budget Cycle

The budget, or financial plan, begins each year, with the executive staff review of the budget calendar and a review of issues to address in the budget preparation. The budget process then officially kicks off with the Fire Chief requesting needs from division staff and Battalion Chiefs. The budgets requests are reviewed by the Fire Chief and then submitted to the budget officer in early February. Finance then forecasts revenues and meets with the Fire Chief to review and discuss the Division budget requests. The budget officer and executive staff ensure the budget meets both key strategic goals in program funding and in overall financial health of the District. Cuts and adjustments are then made as needed to prepare a balanced proposed budget.

## Budget & Financial Policies

2023-24 Budget

### The Oregon Local Budget Law Process



### Budget Amendments

The process for **amending the budget** by state budget laws as outlined in Chapter 294 of the Oregon Revised Statutes. The governing body's spending authority within existing appropriations is set by the levels in the adopting resolution and may be increased by (1) transferring amounts among appropriations in the same fund, or (2) transferring from an appropriation in the General Fund to an appropriation category in another fund. The governing body must enact a resolution providing for the transfer.

### Supplemental Budgets

By transferring appropriations, the District usually has enough flexibility to carry out the programs prescribed in the adopted budget. There may be times when an adopted budget gives no authority to make certain expenditures or when revenues are received for which the governing body has no previous knowledge. In these cases, the District may use a **supplemental budget** to authorize expenditures or spend additional revenues in a current fiscal year. Supplemental budgets cannot be used to authorize a tax levy.

The governing Board of Directors may adopt a supplemental budget through a resolution if the supplemental budget does not exceed 10 percent of the fund's most recent amended budget appropriation. For supplemental budgets greater than that or that do not meet a legal budget law exception, a longer process is required. A special hearing must be held by the governing body, and the proposed supplemental budget must be published before this hearing.

## Budget & Financial Policies

2023-24 Budget

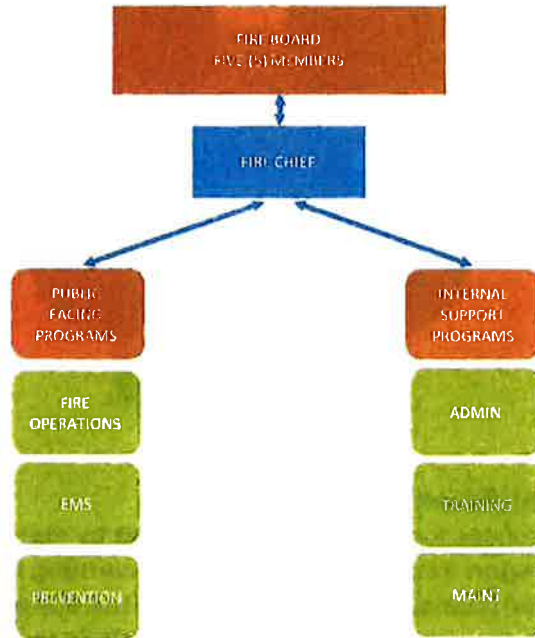
The District may utilize budget transfer resolutions during the year as more information becomes available.

### The Budget Document as an Operational Guide

It has been the philosophy of the Board of Directors to have enough resources on hand at the beginning of the fiscal year to carry the District up to the time in November when tax turnovers are received from the county tax assessors' offices. The District anticipates that it will receive approximately 92.6 cents of each tax dollar in the year in which it is levied.

While the District has made great strides to structurally balance the budget, it is possible that the District might still be a little short come fall. If this comes to pass, management will look for short-term borrowing options.

The District's daily operations are generally accounted for as departments within the General Fund. The District accounts for its program operations under six departments. Division Chief's will also manage capital requests from the Capital Fund.



### The Budget as a Financial Plan

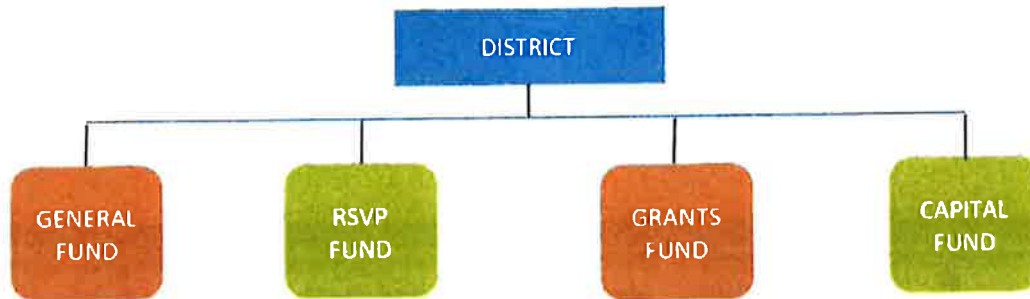
The budget document was developed to serve as the financial plan required to carry out the goals and objectives for the ensuing fiscal year. It is intended to provide financial guidelines for programs and functions within the District. Separate summary pages are presented for these areas, and each summary page includes data for:

	<p><b>Personnel Services</b> – includes the salaries and fringe benefits of full-time and part-time employees.</p>
	<p><b>Materials and Services</b> – includes supplies, maintenance and repairs, rent, utilities, and contracts for professional services, such as for the District's _____ services, supervising physician, communication or IT professionals, legal counsel, audits, and insurance.</p>
	<p><b>Capital Outlay</b> – includes the costs of land, buildings and improvements, furniture, and equipment.</p>
	<p><b>Other Expenditures</b> – includes special appropriations not included in the above categories such as interfund operating transfers, debt service, and contingency funds.</p>

## Budget & Financial Policies

2023-24 Budget

Funds included in the annual budget document are *governmental*. The General Fund requires a tax levy to fund operations. The RSVP, Grants, and Capital Fund, which are *governmental fund types*, do not require a tax levy. Rather, the sources of revenues for these funds are transfers from the General Fund, grant funding and interest earnings on unexpended cash on hand.



The remaining funds of the District are included in the proposed budget document solely to present their history, as required by Oregon Local Budget Law, but the funds have been closed and there are no associated budget requests for FY23-24.

### Basis of Accounting

The *governmental fund types* are budgeted and accounted for on the **modified accrual basis** of accounting, whereas revenues are recorded in the accounting period in which they become measurable and available, and expenditures are recorded at the time liabilities are incurred, except for:

- Interfund transactions for services, which are recorded on the accrual basis.
- Interest expense on general obligation bonds, which is recorded as due.

Significant revenues, which are measurable and available on June 30 under the modified accrual basis of accounting, will be property tax revenues, which are collected within 60 days after year end.

The basis of accounting described above is in accordance with generally accepted accounting principles.

# Columbia River Fire and Rescue

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## ALL FUND REVENUE & EXPENDITURES

Fiscal Year 2024-25

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**Columbia River Fire & Rescue  
Proposed Budget  
Summary of Resources and Requirements  
ALL FUNDS  
FY 2024-25**

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>All Funds</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
4,964,977	3,895,044	1,460,000	Beginning Fund Balance	2,895,000	2,895,000
8,107,127	8,437,771	8,830,000	Property Taxes	8,960,000	8,960,000
2,043,502	2,186,124	2,193,000	Charges for Services	2,246,000	2,246,000
439,913	244,814	265,000	Intergovernmental Revenue	15,000	15,000
24,463	94,181	80,000	Interest	80,000	80,000
227,151	133,248	15,400	Miscellaneous Revenue	28,600	28,600
366,026	1,877,884	700,000	Transfers from other Funds	250,000	250,000
<b>16,173,159</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>Total Resources</b>	<b>14,474,600</b>	<b>14,474,600</b>
9,562,674	9,414,893	9,601,430	Personnel Services	8,423,260	8,423,260
1,385,821	1,506,153	1,846,166	Materials and Services	2,059,620	2,059,620
689,869	438,487	565,000	Capital Outlay	490,000	490,000
273,725	326,299	330,804	Debt Service	329,675	329,675
366,026	1,877,885	700,000	Transfers	250,000	250,000
3,895,044	3,305,349	500,000	Reserve/Ending Fund Balance	2,422,045	2,422,045
<b>16,173,159</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>Total Requirements</b>	<b>14,474,600</b>	<b>14,474,600</b>

**Columbia River Fire & Rescue  
Resources By Fund  
FY 2024-25**

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>All Funds Resources</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
<b><u>General Fund</u></b>					
3,814,916	2,718,479	1,400,000	Beginning Fund Balance	2,500,000	2,500,000
8,107,127	8,437,771	8,830,000	Property Taxes	8,960,000	8,960,000
1,996,532	2,186,124	2,193,000	Charges for Services	2,246,000	2,246,000
318,811	29,303	50,000	Intergovernmental Revenue	-	-
13,792	94,181	75,000	Interest Income	75,000	75,000
25,651	133,248	15,400	Miscellaneous Revenue	28,600	28,600
4,440	1,377,884	200,000	Transfers from other Funds	-	-
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>Total</b>	<b>13,809,600</b>	<b>13,809,600</b>
<b><u>Sick Leave Fund</u></b>					
404,741	339,810	-	Beginning Fund Balance	-	-
3,194	-	-	Interest Income	-	-
-	-	-	Transfers from other Funds	-	-
<b>407,935</b>	<b>339,810</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>Appartus Fund</u></b>					
851,899	839,460	-	Beginning Fund Balance	-	-
6,608	-	-	Interest Income	-	-
200,000	-	-	Miscellaneous Revenue	-	-
-	-	-	Transfers from other Funds	-	-
<b>1,058,507</b>	<b>839,460</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>TANS Fund</u></b>					
(359,270)	-	-	Beginning Fund Balance	-	-
-	-	-	Interest Income	-	-
359,270	-	-	Transfers from other Funds	-	-
<b>-</b>	<b>-</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>RSVP Fund</u></b>					
13,103	(57,428)	-	Beginning Fund Balance	-	-
30,582	48,321	-	Intergovernmental Revenue	-	-
1,500	-	-	Miscellaneous	-	-
<b>45,185</b>	<b>(9,107)</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>-</b>

**Columbia River Fire & Rescue  
Resources By Fund  
FY 2024-25**

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>All Funds Resources</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
<b><u>FGP Fund</u></b>					
4,440	-	-	Beginning Fund Balance	-	-
<u>4,440</u>	<u>-</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Health Ins Reserve Fund</u></b>					
111,912	112,781	-	Beginning Fund Balance	-	-
869	-	-	Interest Income	-	-
<u>112,781</u>	<u>112,781</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Capital Projects Fund</u></b>					
(2,316)	-	-	Beginning Fund Balance	-	-
2,316	-	-	Transfers from other Funds	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Grant Fund (Special Revenue)</u></b>					
34,545	(143,892)	-	Beginning Fund Balance	-	-
90,520	167,190	215,000	Intergovernmental Revenue	15,000	15,000
-	-	-	Miscellaneous	-	-
<u>125,065</u>	<u>23,298</u>	<u>215,000</u>	<u>Total</u>	<u>15,000</u>	<u>15,000</u>
<b><u>Maint Enterprise Fund</u></b>					
91,007	85,834	-	Beginning Fund Balance	-	-
46,970	-	-	Charges for Services	-	-
<u>137,977</u>	<u>85,834</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Capital Fund</u></b>					
-	-	60,000	Beginning Fund Balance	395,000	395,000
-	-	5,000	Interest Income	5,000	5,000
-	500,000	500,000	Transfers from other Funds	250,000	250,000
<u>-</u>	<u>500,000</u>	<u>565,000</u>	<u>Total</u>	<u>650,000</u>	<u>650,000</u>
<b><u>16,173,159</u></b>	<b><u>16,869,066</u></b>	<b><u>13,543,400</u></b>	<b>GRAND TOTAL</b>	<b><u>14,474,600</u></b>	<b><u>14,474,600</u></b>



**Columbia River Fire & Rescue  
Requirements by Fund - Category  
FY 2024-25**

2022 Actual	2023 Actual	2024 Adopted	All Funds Requirements	2025 Proposed	2025 Approved
<b><u>General Fund</u></b>					
9,164,552	9,414,893	9,601,430	Personnel Services	8,423,260	8,423,260
1,294,192	1,458,909	1,831,166	Materials and Services	2,044,620	2,044,620
468,735	-	-	Capital Outlay	-	-
273,725	326,299	330,804	Debt Service	329,675	329,675
361,586	500,000	500,000	Transfers to other Funds	250,000	250,000
-	-	-	Contingency	500,000	500,000
2,718,479	3,276,889	500,000	Reserve/Ending Fund Balance	2,262,045	2,262,045
<u>14,281,269</u>	<u>14,976,990</u>	<u>12,763,400</u>	<u>Total</u>	<u>13,809,600</u>	<u>13,809,600</u>
<b><u>Sick Leave/Retirement Fund</u></b>					
68,125	-	-	Personnel Services	-	-
-	339,810	-	Transfers to other Funds	-	-
339,810	-	-	Reserve/Ending Fund Balance	-	-
<u>407,935</u>	<u>339,810</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Appartus Fund</u></b>					
219,047	-	-	Capital Outlay	-	-
-	839,460	-	Transfers to other Funds	-	-
-	-	-	Contingency	-	-
839,460	-	-	Reserve/Ending Fund Balance	-	-
<u>1,058,507</u>	<u>839,460</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>RSVP Fund</u></b>					
94,596	-	-	Personnel Services	-	-
8,017	2,243	-	Materials and Services	-	-
(57,428)	(11,350)	-	Reserve/Ending Fund Balance	-	-
<u>45,185</u>	<u>(9,107)</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>FGP Fund</u></b>					
4,440	-	-	Transfers to other Funds	-	-
-	-	-	Reserve/Ending Fund Balance	-	-
<u>4,440</u>	<u>-</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>

**Columbia River Fire & Rescue  
Requirements by Fund - Category  
FY 2024-25**

2022 Actual	2023 Actual	2024 Adopted	All Funds Requirements	2025 Proposed	2025 Approved
<b><u>Health Ins Reserve Fund</u></b>					
-	112,781	-	Transfers to other Funds	-	-
112,781	-	-	Reserve/Ending Fund Balance	-	-
<u>112,781</u>	<u>112,781</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Grant Fund (Special Revenue)</u></b>					
201,657	-	-	Personnel Services	-	-
65,213	45,001	15,000	Materials and Services	15,000	15,000
2,087	-	-	Capital Outlay	-	-
-	-	200,000	Transfers to other Funds	-	-
(143,892)	(21,703)	-	Reserve/Ending Fund Balance	-	-
<u>125,065</u>	<u>23,298</u>	<u>215,000</u>	<u>Total</u>	<u>15,000</u>	<u>15,000</u>
<b><u>Maint Enterprise Fund</u></b>					
33,744	-	-	Personnel Services	-	-
18,399	-	-	Materials and Services	-	-
-	85,834	-	Transfers to other Funds	-	-
85,834	-	-	Reserve/Ending Fund Balance	-	-
<u>137,977</u>	<u>85,834</u>	<u>-</u>	<u>Total</u>	<u>-</u>	<u>-</u>
<b><u>Capital Fund</u></b>					
-	438,487	565,000	Capital Outlay	490,000	490,000
-	61,513	-	Reserve/Ending Fund Balance	160,000	160,000
<u>-</u>	<u>500,000</u>	<u>565,000</u>	<u>Total</u>	<u>650,000</u>	<u>650,000</u>
<u><b>16,173,159</b></u>	<u><b>16,869,066</b></u>	<u><b>13,543,400</b></u>	<b>GRAND TOTAL</b>	<u><b>14,474,600</b></u>	<u><b>14,474,600</b></u>

**Columbia River Fire & Rescue  
Requirements By Fund - Program  
FY 2024-25**

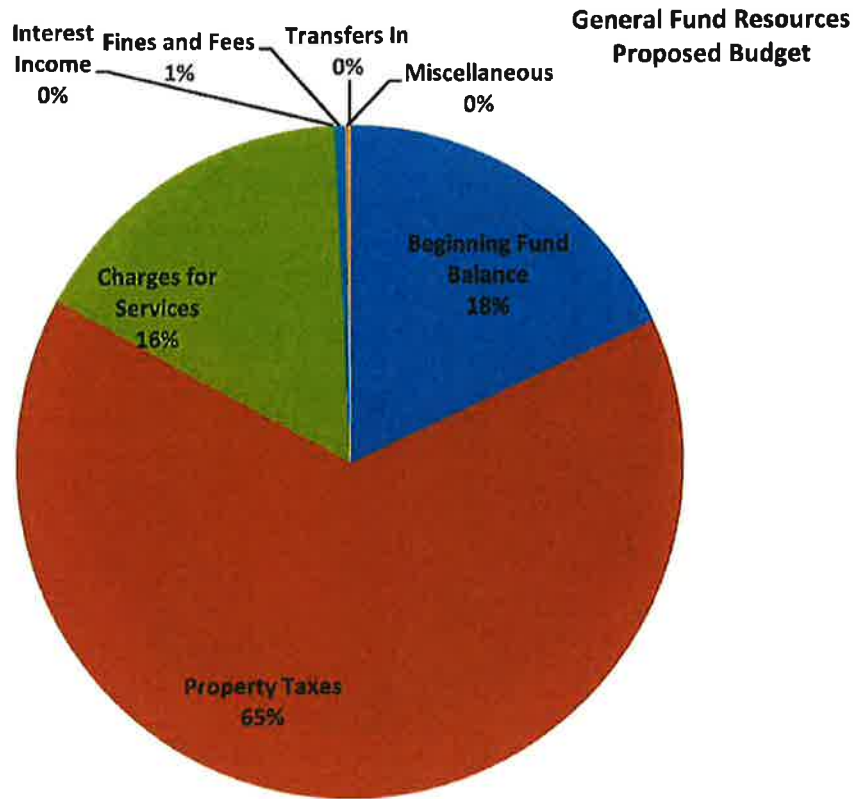
<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>Requirements By Fund</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
<b><u>General Fund</u></b>					
9,164,552	9,414,893	-	Personnel	-	-
558,936	708,803	1,623,115	Admin	1,805,120	1,805,120
114,975	50,541	7,203,130	Fire Operations	6,085,990	6,085,990
31,205	43,296	323,600	Training	84,500	84,500
158,384	242,705	1,421,371	EMS	1,678,760	1,678,760
16,210	10,177	26,150	Prevention	11,250	11,250
414,482	403,387	835,230	Fleet/Facility Maint	802,260	802,260
468,735	-	-	Capital Outlay	-	-
273,725	326,299	330,804	Debt Service	329,675	329,675
361,586	500,000	500,000	Transfers	250,000	250,000
-	-	-	Contingency	500,000	500,000
2,718,479	3,276,889	500,000	Reserve/Ending Fund Balance	2,262,045	2,262,045
<u>14,281,269</u>	<u>14,976,990</u>	<u>12,763,400</u>	<b>Total</b>	<b>13,809,600</b>	<b>13,809,600</b>
<b><u>Sick Leave/Retirement Fund</u></b>					
68,125	-	-	Sick Leave/Retirement	-	-
-	339,810	-	Transfers	-	-
339,810	-	-	Reserve/Ending Fund Balance	-	-
<u>407,935</u>	<u>339,810</u>	<u>-</u>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>Appartus Fund</u></b>					
219,047	-	-	Apparatus	-	-
-	839,460	-	Transfers	-	-
839,460	-	-	Reserve/Ending Fund Balance	-	-
<u>1,058,507</u>	<u>839,460</u>	<u>-</u>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>RSVP Fund</u></b>					
102,613	2,243	-	RSVP	-	-
(57,428)	(11,350)	-	Reserve/Ending Fund Balance	-	-
<u>45,185</u>	<u>(9,107)</u>	<u>-</u>	<b>Total</b>	<b>-</b>	<b>-</b>
<b><u>FGP Fund</u></b>					
4,440	-	-	Transfers	-	-
-	-	-	Reserve/Ending Fund Balance	-	-
<u>4,440</u>	<u>-</u>	<u>-</u>	<b>Total</b>	<b>-</b>	<b>-</b>

**Columbia River Fire & Rescue  
Requirements By Fund - Program  
FY 2024-25**

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>Requirements By Fund</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
<b><u>Health Ins Reserve Fund</u></b>					
-	112,781	-	Transfers	-	-
112,781	-	-	Reserve/Ending Fund Balance	-	-
<u>112,781</u>	<u>112,781</u>	-	<b>Total</b>	<u>-</u>	<u>-</u>
<b><u>Grant Fund (Special Revenue)</u></b>					
268,957	45,001	15,000	Grants	15,000	15,000
-	-	200,000	Transfers	-	-
(143,892)	(21,703)	-	Reserve/Ending Fund Balance	-	-
<u>125,065</u>	<u>23,298</u>	<u>215,000</u>	<b>Total</b>	<u>15,000</u>	<u>15,000</u>
<b><u>Maint Enterprise Fund</u></b>					
52,143	-	-	Maintenance	-	-
-	85,834	-	Transfers	-	-
85,834	-	-	Reserve/Ending Fund Balance	-	-
<u>137,977</u>	<u>85,834</u>	-	<b>Total</b>	<u>-</u>	<u>-</u>
<b><u>Capital Fund</u></b>					
-	438,487	565,000	Capital Outlay	490,000	490,000
-	61,513	-	Reserve/Ending Fund Balance	160,000	160,000
-	500,000	565,000	<b>Total</b>	<u>650,000</u>	<u>650,000</u>
<u><b>16,173,159</b></u>	<u><b>16,869,066</b></u>	<u><b>13,543,400</b></u>	<b>GRAND TOTAL</b>	<u><b>14,474,600</b></u>	<u><b>14,474,600</b></u>

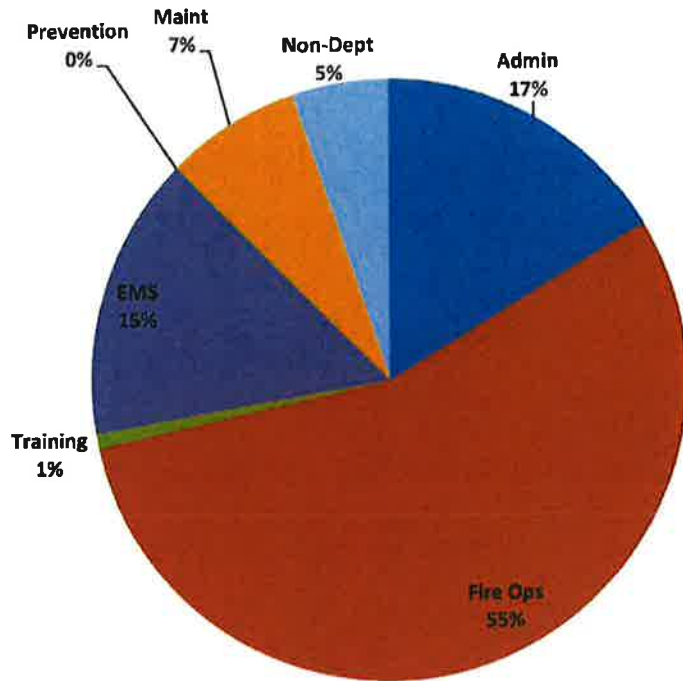
# GENERAL FUND



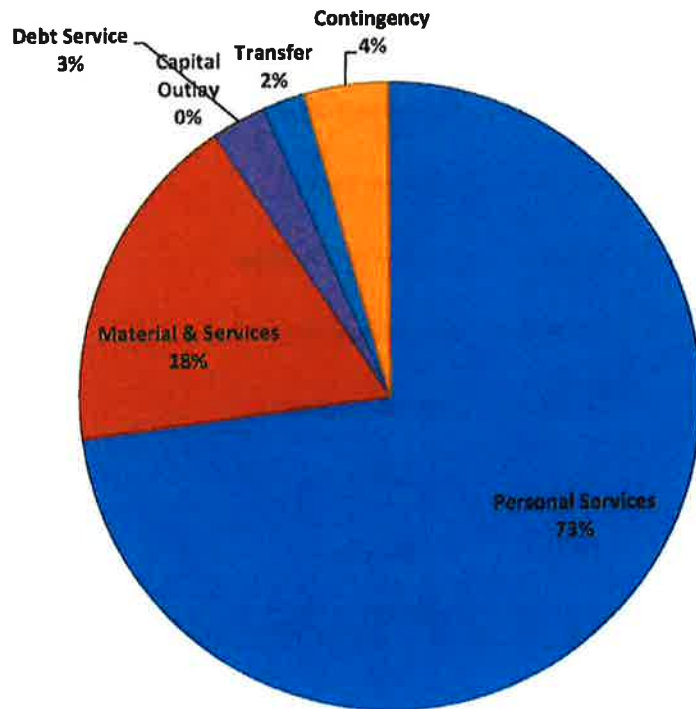


2022 Actual	2023 Actual	2024 Adopted	General Fund Resource Summary	2025 Proposed	2025 Approved
3,814,916	2,718,479	1,400,000	Beginning Fund Balance	2,500,000	2,500,000
8,107,127	8,437,771	8,830,000	Property Taxes	8,960,000	8,960,000
1,996,532	2,186,124	2,193,000	Charges for Services	2,246,000	2,246,000
318,811	29,303	50,000	Intergovernmental Revenue	-	-
13,792	94,181	75,000	Interest Income	75,000	75,000
25,651	133,248	15,400	Miscellaneous	28,600	28,600
4,440.00	1,377,884	200,000	Transfers In	-	-
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>TOTAL RESOURCES</b>	<b>13,809,600</b>	<b>13,809,600</b>

### General Fund Expenditures by Department



### General Fund Expenditures by Category



2022 Actual	2023 Actual	2024 Adopted	General Fund Expense Summary	2025 Proposed	2025 Approved
<b>Summary</b>					
9,164,552	9,414,893	9,601,430	Personnel Services	8,423,260	8,423,260
1,294,192	1,458,909	1,831,166	Materials and Services	2,044,620	2,044,620
468,735	-	-	Capital Outlay	-	-
273,725	326,299	330,804	Debt Service	329,675	329,675
361,586	500,000	500,000	Transfers to Other Funds	250,000	250,000
2,718,479	3,276,889	500,000	Reserve/Ending Fund Balance	2,262,045	2,262,045
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>TOTAL REQUIREMENTS</b>	<b>13,809,600</b>	<b>13,809,600</b>

2022 Actual	2023 Actual	2024 Adopted	General Fund Expenses by Dept	2025 Proposed	2025 Approved
<b>Personnel</b>					
9,164,552	9,414,893	-	Personnel Services Total	-	-
<b>9,164,552</b>	<b>9,414,893</b>	-		-	-
<b>Administration</b>					
-	-	902,120	Personnel Services Total	835,120	835,120
558,936	708,803	720,995	Materials & Services Total	970,000	970,000
<b>558,936</b>	<b>708,803</b>	<b>1,623,115</b>		<b>1,805,120</b>	<b>1,805,120</b>
<b>Fire Operations</b>					
-	-	7,106,630	Personnel Services Total	5,948,490	5,948,490
114,975	50,541	96,500	Materials & Services Total	137,500	137,500
<b>114,975</b>	<b>50,541</b>	<b>7,203,130</b>		<b>6,085,990</b>	<b>6,085,990</b>
<b>Training</b>					
-	-	237,480	Personnel Services Total	-	-
31,205	43,296	86,120	Materials & Services Total	84,500	84,500
<b>31,205</b>	<b>43,296</b>	<b>323,600</b>		<b>84,500</b>	<b>84,500</b>
<b>EMS</b>					
-	-	1,095,330	Personnel Services Total	1,363,760	1,363,760
158,384	242,705	326,041	Materials & Services Total	315,000	315,000
<b>158,384</b>	<b>242,705</b>	<b>1,421,371</b>		<b>1,678,760</b>	<b>1,678,760</b>



2022 Actual	2023 Actual	2024 Adopted	General Fund Expense Summary	2025 Proposed	2025 Approved
<b>Fire Prevention</b>					
16,210	10,177	26,150	Materials & Services Total	11,250	11,250
<u>16,210</u>	<u>10,177</u>	<u>26,150</u>		<u>11,250</u>	<u>11,250</u>
<b>Fleet &amp; Facility Maintenance</b>					
-	-	259,870	Personnel Services Total	275,890	275,890
414,482	403,387	575,360	Materials & Services Total	526,370	526,370
<u>414,482</u>	<u>403,387</u>	<u>835,230</u>		<u>802,260</u>	<u>802,260</u>
468,735	-	-	<b>Capital Outlay</b>	-	-
273,725	326,299	330,804	<b>Debt Service</b>	329,675	329,675
361,586	500,000	500,000	<b>Transfers to Other Funds</b>	250,000	250,000
-	-	-	<b>Contingency</b>	500,000	500,000
2,718,479	3,276,889	500,000	<b>Unappropriated Ending Fund Balance</b>	2,262,045	2,262,045
<u>14,281,269</u>	<u>14,976,990</u>	<u>12,763,400</u>	<b>TOTAL EXPENDITURES</b>	<u>13,809,600</u>	<u>13,809,600</u>

<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted</b>	<b>General Fund Summary</b>	<b>2025 Proposed</b>	<b>2025 Approved</b>
3,814,916	2,718,479	1,400,000	Beginning Fund Balance	2,500,000	2,500,000
8,107,127	8,437,771	8,830,000	Property Taxes	8,960,000	8,960,000
1,996,532	2,186,124	2,193,000	Charges for Services	2,246,000	2,246,000
318,811	29,303	50,000	Intergovernmental Revenue	-	-
13,792	94,181	75,000	Interest	75,000	75,000
25,651	133,248	15,400	Miscellaneous Revenue	28,600	28,600
4,440	1,377,884	200,000	Transfers	-	-
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>Total Resources</b>	<b>13,809,600</b>	<b>13,809,600</b>
9,164,552	9,414,893	9,601,430	Personnel Services	8,423,260	8,423,260
1,294,192	1,458,909	1,831,166	Materials and Services	2,044,620	2,044,620
468,735	-	-	Capital Outlay	-	-
273,725	326,299	330,804	Debt Service	329,675	329,675
361,586	500,000	500,000	Transfers	250,000	250,000
2,718,479	3,276,889	500,000	Unappr. Ending Fund Bal.	2,262,045	2,262,045
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>	<b>Total Requirements</b>	<b>13,809,600</b>	<b>13,809,600</b>

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
7,937,872	8,272,022	8,645,000	00-00-4010	Current Year Property Taxes	8,775,000	8,775,000
169,255	165,749	185,000	00-00-4000	Delinq Prop Taxes	185,000	185,000
<u>8,107,127</u>	<u>8,437,771</u>	<u>8,830,000</u>		<b>Property Taxes</b>	<u>8,960,000</u>	<u>8,960,000</u>
1,607,953	1,716,270	1,800,000	00-00-4040	Ambulance Revenue	1,800,000	1,800,000
305,826	399,464	300,000	00-00-4041	GEMT Revenue	350,000	350,000
58,446	30,810	60,000	00-00-4060	Fire-Med Revenues	60,000	60,000
662	790	1,000	00-00-4110	Address Sign Revenue	1,000	1,000
6,054	4,745	6,000	00-00-4130	Training Revenue	5,000	5,000
5,835	10,171	6,000	00-00-4160	Fire Protection Agreements	10,000	10,000
11,756	23,874	20,000	00-00-4205	3rd Party Contract Billing (Fleet Maint)	20,000	20,000
<u>1,996,532</u>	<u>2,186,124</u>	<u>2,193,000</u>		<b>Charges for Services</b>	<u>2,246,000</u>	<u>2,246,000</u>
318,811	29,303	50,000	00-00-4170	Conflagration Revenue	-	-
<u>318,811</u>	<u>29,303</u>	<u>50,000</u>		<b>Intergovernmental Revenue</b>	<u>-</u>	<u>-</u>
13,792	94,181	75,000	00-00-4020	Interest Income	75,000	75,000
<u>13,792</u>	<u>94,181</u>	<u>75,000</u>		<b>Interest Income</b>	<u>75,000</u>	<u>75,000</u>
125	-	500	00-00-4030	Donations & Grants	500	500
8,301	-	10,000	00-00-4110	Sale of Equip & Property	10,000	10,000
-	11,015	-	00-00-4120	Royalties & Rights	-	-
300	-	100	00-00-4150	Public Education Donation	100	100
-	8,350	-	00-00-4180	Rental Income	7,500	7,500
-	74,124	-	00-00-4190	Insurance Refund	-	-
16,925	37,529	4,800	00-00-4200	Misc Revenue	10,000	10,000
-	2,230	-	00-00-4210	Public Records Requests	500	500
<u>25,651</u>	<u>133,248</u>	<u>15,400</u>		<b>Miscellaneous Revenue</b>	<u>28,600</u>	<u>28,600</u>
4,440	1,377,884	200,000	00-00-4999	Transfers from other Funds	-	-
<u>4,440</u>	<u>1,377,884</u>	<u>200,000</u>		<b>Transfers In</b>	<u>-</u>	<u>-</u>
3,814,916	2,718,479	1,400,000		<b>Beginning Fund Balance</b>	2,500,000	2,500,000
<b>14,281,269</b>	<b>14,976,990</b>	<b>12,763,400</b>		<b>TOTAL RESOURCES</b>	<b>13,809,600</b>	<b>13,809,600</b>

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
<b>REQUIREMENTS</b>						
<b>Personnel Services</b>						
4,852,099	5,173,673	-	00-10-5000	Base Salaries	-	-
30,878	-	-	00-10-5001	Deferred Compensation	-	-
673,965	711,072	-	00-10-5100	Overtime	-	-
9,017	12,504	-	00-10-5130	Acting Lieutenant	-	-
39,206	33,653	-	00-10-5135	FLSA	-	-
276,516	211,771	-	00-10-5145	EMT Shift Differentials	-	-
5,142	5,200	-	00-10-5146	Mechanics On Call	-	-
-	7,037	-	00-10-5150	Volunteer Reimbursement	-	-
225	-	-	00-10-5155	Longevity Pay	-	-
69,339	30,767	-	00-10-5160	Conflagration	-	-
462,992	476,257	-	00-10-5200	Employer Paid Taxes	-	-
1,175,167	1,116,710	-	00-10-5205	PERS	-	-
29,673	12,617	-	00-10-5210	Unemployment	-	-
109,654	215,007	-	00-10-5215	Workers Comp	-	-
4,657	4,247	-	00-10-5220	Life Insurance	-	-
1,311,835	1,235,834	-	00-10-5225	Medical Insurance	-	-
22,009	40,590	-	00-10-5230	Disability Insurance	-	-
2,012	1,840	-	00-10-5235	Employee Assistance Program	-	-
87,568	31,766	-	00-10-5240	PEHP	-	-
786	-	-	00-10-5300	Directors Reimbursement	-	-
1,812	-	-	00-10-5350	Retirement/Recognition	-	-
-	74,514	-	00-10-5250	Opt Out Medical	-	-
-	19,834	-	00-10-5405	Vacation Payout	-	-
<b>9,164,552</b>	<b>9,414,893</b>	-	<b>Total Personnel Services</b>			

<b>Administration</b>						
<b>Personnel Services</b>						
-	-	561,500	00-10-5000	Base Salaries	521,040	521,040
-	-	1,000	00-10-5100	Overtime	1,000	1,000
-	-	48,130	00-10-5200	Employer Paid Taxes	44,850	44,850
-	-	125,540	00-10-5205	PERS	117,170	117,170
-	-	5,000	00-10-5210	Unemployment	5,000	5,000
-	-	10,260	00-10-5215	Workers Comp	9,570	9,570
-	-	340	00-10-5220	Life Insurance	210	210
-	-	88,540	00-10-5225	Medical Insurance	80,990	80,990
-	-	16,630	00-10-5230	Disability Insurance	13,150	13,150
-	-	180	00-10-5235	Employee Assistance Program	140	140
-	-	27,000	00-10-5240	PEHP	28,000	28,000
-	-	18,000	00-10-5245	HRA VEBA Contribution	14,000	14,000
-	-	<b>902,120</b>	<b>Total Personnel Services</b>		<b>835,120</b>	<b>835,120</b>

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
				<b>Materials and Services</b>		
-	234	-	00-20-6019	POSTAGE & SHIPPING	500	500
63,335	350	-	00-20-6020	ADMINISTRATIVE	-	-
935	6,182	2,900	00-20-6021	OFFICE SUPPLIES	5,000	5,000
686	132,127	92,095	00-20-6022	DUES & MEMBERSHIPS	120,000	120,000
-	7,995	-	00-20-6023	PROFESSIONAL LICENSES	10,000	10,000
-	-	2,500	00-20-6024	NONCAPITAL FURNITURE & EQUIP	2,500	2,500
878	334	25,000	00-20-6025	TRAINING & EDUCATION	-	-
278	2,093	5,900	00-20-6026	TRAVEL & PER DIEM	-	-
-	5,484	-	00-20-6027	IT SUBSCRIPTION SOFTWARE	6,000	6,000
56,467	90,543	140,000	00-20-6028	IT SERVICES	105,000	105,000
-	108	50,000	00-20-6029	IT HARDWARE	10,000	10,000
13,444	5,399	5,000	00-20-6035	BANK FEES	7,500	7,500
-	6,269	2,500	00-20-6041	BACKGROUND CHECKS	6,500	6,500
21,364	87,467	50,000	00-20-6106	PROFESSIONAL SERVICES	125,000	125,000
1,363	7,970	-	00-20-6900	MISCELLANOUS	6,000	6,000
35,075	171,270	150,000	00-20-7005	LEGAL SERVICES	350,000	350,000
133,220	104,747	105,000	00-20-7050	LIABILITY INSURANCE	125,000	125,000
230,591	79,231	90,000	00-30-7010	CONTRACTUAL SERVICES	90,000	90,000
1,300	1,000	100	00-30-7045	FAIRGROUNDS LEASE	1,000	1,000
<b>558,936</b>	<b>708,803</b>	<b>720,995</b>		<b>Total Materials and Service</b>	<b>970,000</b>	<b>970,000</b>
<b>558,936</b>	<b>708,803</b>	<b>1,623,115</b>		<b>Total Admin</b>	<b>1,805,120</b>	<b>1,805,120</b>

**Fire Operations**

<b>Personnel Services</b>						
-	-	3,742,090	00-10-5000	Base Salaries	3,017,580	3,017,580
-	-	650,000	00-10-5100	Overtime	750,000	750,000
-	-	20,000	00-10-5150	Volunteers/LOSAP	10,000	10,000
-	-	374,720	00-10-5200	Employer Paid Taxes	327,180	327,180
-	-	1,008,700	00-10-5205	PERS	820,950	820,950
-	-	-	00-10-5210	Unemployment	5,000	5,000
-	-	98,430	00-10-5215	Workers Comp	84,430	84,430
-	-	2,680	00-10-5220	Life Insurance	1,430	1,430
-	-	899,270	00-10-5225	Medical Insurance	641,650	641,650
-	-	130,260	00-10-5230	Disability Insurance	87,300	87,300
-	-	1,480	00-10-5235	Employee Assistance Program	970	970
-	-	154,000	00-10-5245	HRA VEBA Contribution	102,000	102,000
-	-	25,000	00-10-5400	Sick Leave/Retirement Payout	100,000	100,000
-	-	<b>7,106,630</b>		<b>Total Personnel Services</b>	<b>5,948,490</b>	<b>5,948,490</b>

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
<b>Materials and Services</b>						
60,235	12,573	40,000	00-20-6030	PERSONAL PROTECTIVE EQUIPMENT	40,000	40,000
-	9,401	20,000	00-20-6031	UNIFORMS	35,000	35,000
8,714	631	-	00-20-6032	VOLUNTEER RECRUIT/RETENTION	10,000	10,000
2,173	6,107	7,500	00-20-6034	SUPPLIES	7,500	7,500
39,809	21,364	15,000	00-20-6045	FIREFIGHTING EQUIPMENT	35,000	35,000
2,957	-	10,000	00-20-6105	BREATHING APPARATUS	10,000	10,000
-	465	4,000	00-20-6047	BATTALION CHIEF SHIFT EXPENSES	-	-
1,087	-	-	00-20-6300	CONFLAGRATION EXPENSE	-	-
<b>114,975</b>	<b>50,541</b>	<b>96,500</b>		<b>Total Material and Services</b>	<b>137,500</b>	<b>137,500</b>
<b>114,975</b>	<b>50,541</b>	<b>7,203,130</b>		<b>Total Fire Operations</b>	<b>6,085,990</b>	<b>6,085,990</b>

<b>Training</b>						
<b>Personnel Services</b>						
-	-	148,320	00-10-5000	Base Salaries	-	-
-	-	11,090	00-10-5200	Employer Paid Taxes	-	-
-	-	40,300	00-10-5205	PERS	-	-
-	-	-	00-10-5210	Unemployment	-	-
-	-	3,320	00-10-5215	Workers Comp	-	-
-	-	70	00-10-5220	Life Insurance	-	-
-	-	26,950	00-10-5225	Medical Insurance	-	-
-	-	3,390	00-10-5230	Disability Insurance	-	-
-	-	40	00-10-5235	Employee Assistance Program	-	-
-	-	4,000	00-10-5245	HRA VEBA Contribution	-	-
-	-	<b>237,480</b>		<b>Total Personnel Services</b>	-	-
<b>Materials and Services</b>						
25,271	9,876	26,870	00-20-6025	TRAINING & EDUCATION	25,000	25,000
5,843	2,231	5,900	00-20-6026	TRAVEL & PER DIEM	7,500	7,500
-	60	3,350	00-20-6029	IT HARDWARE	-	-
-	9,113	20,000	00-20-6034	TRAINING SUPPLIES	10,000	10,000
-	-	5,000	00-20-6040	PHYSICAL FITNESS	-	-
91	-	-	00-20-6041	BACKGROUND CHECKS	-	-
-	22,016	25,000	00-20-6042	MEDICAL PHYSICALS	42,000	42,000
<b>31,205</b>	<b>43,296</b>	<b>86,120</b>		<b>Total Materials and Services</b>	<b>84,500</b>	<b>84,500</b>
<b>31,205</b>	<b>43,296</b>	<b>323,600</b>		<b>Total Training</b>	<b>84,500</b>	<b>84,500</b>

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
<b>EMS</b>						
<b>Personnel Services</b>						
-	-	599,920	00-10-5000	Base Salaries	766,190	766,190
-	-	100,000	00-10-5100	Overtime	25,000	25,000
-	-	53,050	00-10-5200	Employer Paid Taxes	59,990	59,990
-	-	132,740	00-10-5205	PERS	140,900	140,900
-	-	-	00-10-5210	Unemployment	-	-
-	-	15,690	00-10-5215	Workers Comp	17,730	17,730
-	-	470	00-10-5220	Life Insurance	530	530
-	-	142,900	00-10-5225	Medical Insurance	280,470	280,470
-	-	22,310	00-10-5230	Disability Insurance	32,590	32,590
-	-	250	00-10-5235	Employee Assistance Program	360	360
-	-	28,000	00-10-5245	HRA VEBA Contribution	40,000	40,000
<b>Total Personnel Services</b>					<b>1,363,760</b>	<b>1,363,760</b>
<b>Material Services</b>						
331	-	3,000	00-20-6023	PROFESSIONAL LICENSES	-	-
1,148	-	-	00-20-6025	TRAINING & EDUCATION	-	-
136,653	-	-	00-20-6033	EMS SUPPLIES	-	-
-	112,970	151,000	00-20-6050	MEDICAL SUPPLIES & PHARMACEUTICALS	150,000	150,000
-	-	4,500	00-20-6049	BIOHAZARD DISPOSAL FEES	10,000	10,000
-	-	7,400	00-20-6024	NONCAPITAL FURNITURE & EQUIPMENT	-	-
-	-	10,000	00-20-6005	EMS EQUIP REPAIRS & MAINTENANCE	10,000	10,000
-	18,918	13,701	00-30-7010	CONTRACTUAL SERVICES	10,000	10,000
-	13,101	11,940	00-20-6027	IT SUBSCRIPTION SOFTWARE	15,000	15,000
20,252	18,260	24,500	00-30-7030	DISTRICT PHYSICIAN	35,000	35,000
-	79,456	100,000	00-30-7065	GEMT FEES & MATCHING	85,000	85,000
<b>Total Materials and Services</b>					<b>315,000</b>	<b>315,000</b>
158,384	242,705	326,041				
<b>158,384</b>	<b>242,705</b>	<b>1,421,371</b>	<b>Total EMS</b>		<b>1,678,760</b>	<b>1,678,760</b>

<b>Fire Prevention</b>						
<b>Material and Services</b>						
310	545	3,000	00-20-6022	DUES & MEMBERSHIPS	750	750
350	192	500	00-20-6023	PROFESSIONAL LICENSES	500	500
-	-	2,450	00-20-6025	TRAINING & EDUCATION	2,000	2,000
41	-	-	00-20-6205	FIRE INVESTIGATIONS	-	-
-	-	4,000	00-20-6026	TRAVEL & PER DIEM	2,000	2,000
-	-	1,000	00-20-6028	IT SERVICES	-	-
2,175	2,875	4,200	00-20-6045	FIREFIGHTING EQUIP	-	-
1,394	-	1,000	00-20-6115	DISTRICT MAPPING & ADDRESS SIGNS	1,000	1,000
-	3,180	-	00-20-6106	PROFESSIONAL SERVICES	-	-
11,940	3,385	10,000	00-20-6210	PUBLIC EDUCATION	5,000	5,000
<b>Total Materials and Services</b>					<b>11,250</b>	<b>11,250</b>
16,210	10,177	26,150				
<b>16,210</b>	<b>10,177</b>	<b>26,150</b>	<b>Total Fire Prevention</b>		<b>11,250</b>	<b>11,250</b>

2022 Actual	2023 Actual	2024 Adopted	Account	General Fund Detail	2025 Proposed	2025 Approved
<b>Fleet &amp; Facility Maintenance</b>						
<b>Personnel Services</b>						
-	-	160,260	00-10-5000	Base Salaries	167,630	167,630
-	-	5,000	00-10-5100	Overtime	5,000	5,000
-	-	12,160	00-10-5200	Employer Paid Taxes	13,090	13,090
-	-	27,240	00-10-5205	PERS	29,350	29,350
-	-	-	00-10-5210	Unemployment	-	-
-	-	3,590	00-10-5215	Workers Comp	3,870	3,870
-	-	130	00-10-5220	Life Insurance	110	110
-	-	37,180	00-10-5225	Medical Insurance	42,280	42,280
-	-	6,240	00-10-5230	Disability Insurance	6,490	6,490
-	-	70	00-10-5235	Employee Assistance Program	70	70
-	-	8,000	00-10-5245	HRA VEBA Contribution	8,000	8,000
-	-	259,870		<b>Total Personnel Services</b>	275,890	275,890
<b>Material and Services</b>						
130,920	154,427	130,000	00-20-6017	UTILITIES	169,870	169,870
209,039	45,493	140,000	00-20-6001	VEHICLE MAINT/PARTS DISTRICT	60,000	60,000
3,209	36,689	45,000	00-20-6002	VEHICLE MAINT/PARTS CONTRACT	45,000	45,000
22,402	114,313	160,000	00-20-6003	FUEL/OIL	160,000	160,000
34,332	45,668	60,000	00-20-6004	BUILDING MAINT & SUPPLIES	50,000	50,000
-	1,021	-	00-20-6005	REPAIRS & MAINTENANCE	10,000	10,000
988	39	5,000	00-20-6025	TRAINING & EDUCATION	-	-
2,066	-	4,660	00-20-6026	TRAVEL & PER DIEM	-	-
-	1,195	-	00-20-6027	IT SUBSCRIPTION SOFTWARE	1,500	1,500
1,100	-	5,700	00-20-6028	IT SERVICES	-	-
-	10	5,000	00-20-6029	IT HARDWARE	-	-
1,545	-	10,000	00-20-6100	RADIOS	20,000	20,000
1,260	4,532	-	00-20-7010	SERVICE CONTRACTS	-	-
7,621	-	10,000	00-20-7035	APPARATUS TESTING	10,000	10,000
414,482	403,387	575,360		<b>Total Material and Services</b>	526,370	526,370
414,482	403,387	835,230		<b>Total Fleet &amp; Facility Maintenance</b>	802,260	802,260
468,735	-	-	00-20-6901	<b>Capital Outlay</b>	-	-
<b>Debt Service</b>						
192,925	231,848	241,575	00-50-9000	Debt Service Principal	243,575	243,575
80,800	94,451	89,229	00-50-9005	Debt Service Interest	86,100	86,100
273,725	326,299	330,804		<b>Total Debt Service</b>	329,675	329,675
361,586	500,000	500,000	00-50-9999	<b>Transfers Out</b>	250,000	250,000
<b>Contingency</b>					500,000	500,000
2,718,479	3,276,889	500,000		<b>Unappropriated Ending Fund Balance</b>	2,262,045	2,262,045
14,281,269	14,976,990	12,763,400		<b>Total General Fund REQUIREMENTS</b>	13,809,600	13,809,600



# SICK LEAVE FUND



2022 Actual	2023 Actual	2024 Adopted	Sick Leave Fund Summary	2025 Proposed	2025 Approved
404,741	339,810	-	Beginning Fund Balance	-	-
3,194	-	-	Interest Income	-	-
-	-	-	Transfers from other Funds	-	-
<b>407,935</b>	<b>339,810</b>	-	<b>Total</b>	-	-
68,125	-	-	Personnel Services	-	-
-	339,810	-	Transfers to other Funds	-	-
339,810	-	-	Unappropriated Ending Fund Balance	-	-
<b>407,935</b>	<b>339,810</b>	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Sick Leave/Retirement Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
3,194	-	-	01-00-4020	Interest Income	-	-
-	-	-	01-00-4999	Transfers from other Funds	-	-
404,741	339,810	-	01-00-3000	Beginning Fund Balance	-	-
<b>407,935</b>	<b>339,810</b>	-	<b>TOTAL RESOURCES</b>		-	-
<b>REQUIREMENTS</b>						
<b>Personnel Services</b>						
68,125	-	-	01-10-5400	Sick Leave/Retirement Payout	-	-
-	339,810	-	01-50-9999	Transfers Out	-	-
339,810	-	-	Unappr. Ending Fund Balance		-	-
<b>407,935</b>	<b>339,810</b>	-	<b>TOTAL REQUIREMENTS</b>		-	-

# APPARATUS FUND



2022 Actual	2023 Actual	2024 Adopted	Appartus Fund Summary	2025 Proposed	2025 Approved
851,899	839,460	-	Beginning Fund Balance	-	-
6,608	-	-	Interest Income	-	-
200,000	-	-	Miscellaneous Revenue	-	-
<b>1,058,507</b>	<b>839,460</b>	-	<b>Total</b>	-	-
219,047	-	-	Capital Outlay	-	-
-	839,460	-	Transfers	-	-
839,460	-	-	Reserve/Ending Fund Balance	-	-
<b>1,058,507</b>	<b>839,460</b>	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Apparatus Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
6,608	-	-	02-00-4020	Interest Income	-	-
200,000	-	-	02-00-4190	Insurance Refund	-	-
200,000	-	-		Miscellaneous Revenue	-	-
851,899	839,460	-	02-00-3000	Beginning Fund Balance	-	-
<b>1,058,507</b>	<b>839,460</b>	-		<b>TOTAL RESOURCES</b>	-	-
<b>REQUIREMENTS</b>						
<b>Capital Outlay</b>						
219,047	-	-	02-40-8015	Appartus	-	-
219,047	-	-		Total Capital Outlay	-	-
<b>219,047</b>	-	-		<b>Total Apparatus</b>	-	-
-	839,460	-	02-50-9999	Transfer Out	-	-
839,460	-	-		Unappr. Ending Fund Balance	-	-
<b>1,058,507</b>	-	-		<b>TOTAL REQUIREMENTS</b>	-	-

# TANS FUND



2022 Actual	2023 Actual	2024 Adopted	TANS Fund Summary	2025 Proposed	2025 Approved
(359,270)	-	-	Beginning Fund Balance	-	-
359,270	-	-	Transfers from other Funds	-	-
-	-	-	<b>Total</b>	-	-
-	-	-	Unappropriated Ending Fund Balance	-	-
-	-	-	<b>Total</b>	-	-



2022 Actual	2023 Actual	2024 Adopted	TANS Fund Detail		2025 Proposed	2025 Approved
<b>RESOURCES</b>						
359,270	-	-	03-00-4999	Transfers from other Funds	-	-
(359,270)	-	-	03-00-3000	Beginning Fund Balance	-	-
-	-	-	<b>TOTAL RESOURCES</b>		-	-
<b>REQUIREMENTS</b>						
-	-	-	<b>Unappr. Ending Fund Balance</b>		-	-
-	-	-	<b>TOTAL REQUIREMENTS</b>		-	-

# RSVP FUND



2022 Actual	2023 Actual	2024 Adopted	RSVP Fund Summary	2025 Proposed	2025 Approved
13,103	(57,428)	-	Beginning Fund Balance	-	-
30,582	48,321	-	Intergovernmental Revenue	-	-
1,500	-	-	Miscellaneous	-	-
<b>45,185</b>	<b>(9,107)</b>	-	<b>Total</b>	-	-
94,596	-	-	Personnel Services	-	-
8,017	2,243	-	Materials and Services	-	-
(57,428)	(11,350)	-	Unappropriated Ending Fund Balance	-	-
<b>45,185</b>	<b>(9,107)</b>	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	RSVP Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
30,582	48,321	-	04-00-4030	Grants Revenue - RSVP	-	-
30,582	48,321	-		<b>Intergovernmental Revenue</b>	-	-
1,500	-	-	04-00-4200	Miscellaneous Revenue	-	-
1,500	-	-		<b>Miscellaneous Revenue</b>	-	-
13,103	(57,428)	-	04-00-3000	<b>Beginning Fund Balance</b>	-	-
<b>45,185</b>	<b>(9,107)</b>	-		<b>TOTAL RESOURCES</b>	-	-
<b>REQUIREMENTS</b>						
<b>Personnel Services</b>						
54,595	-	-	00-10-5000	Base Salaries	-	-
3,856	-	-	00-10-5200	FICA	-	-
8,227	-	-	00-10-5205	PERS	-	-
509	-	-	00-10-5210	Unemployment	-	-
13	-	-	00-10-5215	Workers Comp	-	-
44	-	-	00-10-5220	Life Insurance	-	-
27,065	-	-	00-10-5225	Medical Insurance	-	-
287	-	-	00-10-5230	Disability Insurance	-	-
94,596	-	-		<b>Total Personnel Services</b>	-	-
<b>Materials and Services</b>						
39	-	-	04-20-6020	Administrative	-	-
627	-	-	04-20-6025	Training & Travel	-	-
1,121	-	-	04-20-6400	Volunteer Transportation	-	-
544	-	-	04-20-6405	Meals	-	-
4,389	-	-	04-20-6410	Recognition	-	-
-	2,243	-	04-20-6900	Miscellaneous	-	-
997	-	-	04-20-7500	Liability Insurance	-	-
8,017	2,243	-		<b>Total Materials and Services</b>	-	-
<b>102,613</b>	<b>2,243</b>	-		<b>Total RSVP</b>	-	-
<b>(57,428)</b>	<b>(11,350)</b>	-		<b>Unappr. Ending Fund Balance</b>	-	-
<b>45,185</b>	<b>(9,107)</b>	-		<b>TOTAL REQUIREMENTS</b>	-	-

# FGP FUND



2022 Actual	2023 Actual	2024 Adopted	FGP Fund Summary	2025 Proposed	2025 Approved
4,440	-	-	Beginning Fund Balance	-	-
<b>4,440</b>	-	-	<b>Total</b>	-	-
4,440	-	-	Transfers to other Funds	-	-
<b>4,440</b>	-	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Foster Grandparents Fund Proposed Budget	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
4,440	-	-	05-00-3000	Beginning Fund Balance	-	-
<b>4,440</b>	-	-		<b>TOTAL RESOURCES</b>	-	-
<b>REQUIREMENTS</b>						
4,440	-	-	05-50-9999	Transfers Out	-	-
<b>4,440</b>	-	-		<b>TOTAL REQUIREMENTS</b>	-	-

# HEALTH INSURANCE FUND





2022 Actual	2023 Actual	2024 Adopted	Health Ins Reserve Fund Summary	2025 Proposed	2025 Approved
111,912	112,781	-	Beginning Fund Balance	-	-
869	-	-	Interest Income	-	-
<b>112,781</b>	<b>112,781</b>	-	<b>Total</b>	-	-
-	112,781	-	Transfers to other Funds	-	-
112,781	-	-	Unappr. Ending Fund Balance	-	-
<b>112,781</b>	<b>112,781</b>	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Health Ins Reserve Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
869	-	-	06-00-4020	Interest Income	-	-
111,912	112,781	-	06-00-3000	Beginning Fund Balance	-	-
<b>112,781</b>	<b>112,781</b>	-	<b>TOTAL RESOURCES</b>		-	-
<b>REQUIREMENTS</b>						
-	112,781	-	Transfers Out		-	-
112,781	-	-	Unappr. Ending Fund Bal.		-	-
<b>112,781</b>	<b>112,781</b>	-	<b>TOTAL REQUIREMENTS</b>		-	-

# CAPITAL PROJECTS FUND



2022 Actual	2023 Actual	2024 Adopted	Capital Projects Fund Summary	2025 Proposed	2025 Approved
(2,316)	-	-	Beginning Fund Balance	-	-
2,316	-	-	Transfers from other Funds	-	-
-	-	-	<b>Total</b>	-	-
-	-	-	Unappropriated Ending Fund Balance	-	-
-	-	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Capital Projects Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
2,316	-	-	07-00-4999	Transfers In From Other Funds	-	-
(2,316)	-	-	07-00-3000	Beginning Fund Balance	-	-
<b>(2,316)</b>	-	-		<b>TOTAL RESOURCES</b>	-	-
<b>REQUIREMENTS</b>						
-	-	-		Unappr. Ending Fund Balance	-	-
-	-	-		<b>TOTAL REQUIREMENTS</b>	-	-

# GRANT FUND



2022 Actual	2023 Actual	2024 Adopted	Grant Fund (Special Revenue) Summary	2025 Proposed	2025 Approved
34,545	(143,892)	-	Beginning Fund Balance	-	-
90,520	167,190	215,000	Intergovernmental Revenue	15,000	15,000
<b>125,065</b>	<b>23,298</b>	<b>215,000</b>	<b>Total</b>	<b>15,000</b>	<b>15,000</b>
201,657	-	-	Personnel Services	-	-
65,213	45,001	15,000	Materials and Services	15,000	15,000
2,087	-	-	Capital Outlay	-	-
-	-	200,000	Transfers to other Funds	-	-
(143,892)	(21,703)	-	Unappropriated Ending Fund Balance	-	-
<b>125,065</b>	<b>23,298</b>	<b>215,000</b>	<b>Total</b>	<b>15,000</b>	<b>15,000</b>

2022 Actual	2023 Actual	2024 Adopted	Account	Grant Fund (Special Revenue) Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
-	-	15,000	08-00-4030	AFG 2021	15,000	15,000
90,520	167,190	200,000	08-00-4030	SAFER 2019	-	-
90,520	167,190	215,000		<b>Intergovernmental Revenue</b>	15,000	15,000
34,545	(143,892)	-	08-00-3000	<b>Beginning Fund Balance</b>	-	-
<b>125,065</b>	<b>23,298</b>	<b>215,000</b>		<b>TOTAL RESOURCES</b>	<b>15,000</b>	<b>15,000</b>
<b>REQUIREMENTS</b>						
<b>Personnel Services</b>						
132,115	-	-	08-10-5000	Base Salaries	-	-
9,291	-	-	08-10-5200	FICA	-	-
11,235	-	-	08-10-5205	PERS	-	-
461	-	-	08-10-5210	Unemployment	-	-
5,427	-	-	08-10-5215	Workers Comp	-	-
88	-	-	08-10-5220	Life Insurance	-	-
40,952	-	-	08-10-5225	Medical Insurance	-	-
737	-	-	08-10-5230	Disability Insurance	-	-
1,351	-	-	08-10-5240	PEHP	-	-
201,657	-	-		<b>Total Personnel Services</b>	-	-
<b>Materials and Services</b>						
6,727	84	15,000	08-20-6025	Training & Travel	15,000	15,000
7,351	5,744	-	08-20-6030	Uniforms & PPE	-	-
6,805	-	-	08-20-6032	Volunteer Recruitment/Retention-SAFER	-	-
904	-	-	08-20-6050	Medical Supplies	-	-
43,426	39,173	-	08-30-7010	Service Contracts	-	-
65,213	45,001	15,000		<b>Total Materials and Services</b>	15,000	15,000
<b>Capital Outlay</b>						
2,087	-	-	08-40-8010	Capital Outlay	-	-
<b>268,957</b>	<b>45,001</b>	<b>15,000</b>		<b>Total Grants</b>	<b>15,000</b>	<b>15,000</b>
-	-	200,000		<b>Transfers To General Fund</b>	-	-
(143,892)	(21,703)	-		<b>Unappr. Ending Fund Balance</b>	-	-
<b>125,065</b>	<b>23,298</b>	<b>215,000</b>		<b>TOTAL REQUIREMENTS</b>	<b>15,000</b>	<b>15,000</b>



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# MAINTENANCE ENTERPRISE FUND



2022 Actual	2023 Actual	2024 Adopted	Maintenace Enterprise Fund Summary	2025 Proposed	2025 Approved
91,007	85,834	-	Beginning Fund Balance	-	-
46,970	-	-	Charges for Service	-	-
<b>137,977</b>	<b>85,834</b>	-	<b>Total</b>	-	-
33,744	-	-	Personnel Services	-	-
18,399	-	-	Materials and Services	-	-
-	85,834	-	Transfers to other Funds	-	-
85,834	-	-	Unappr. Ending Fund Balance	-	-
<b>137,977</b>	<b>85,834</b>	-	<b>Total</b>	-	-

2022 Actual	2023 Actual	2024 Adopted	Account	Maintenance Enterprise Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
46,970	-	-	09-00-4080	Maintenance Shop Revenue	-	-
91,007	85,834	-	09-00-3000	<b>Beginning Fund Balance</b>	-	-
<b>137,977</b>	<b>85,834</b>	-		<b>TOTAL RESOURCES</b>	-	-
<b>REQUIREMENTS</b>						
<b>Personnel Services</b>						
18,683	-	-	09-10-5000	Base Wages	-	-
7,001	-	-	09-10-5200	FICA	-	-
3,185	-	-	09-10-5205	PERS	-	-
-	-	-	09-10-5210	Unemployment	-	-
553	-	-	09-10-5215	Workers Comp	-	-
13	-	-	09-10-5220	Life Insurance	-	-
3,863	-	-	09-10-5225	Medical Insurance	-	-
91	-	-	09-10-5230	Disability Insurance	-	-
355	-	-	09-10-5240	PEHP	-	-
33,744	-	-		<b>Total Personnel Services</b>	-	-
<b>Materials and Services</b>						
16,361	-	-	09-20-6000	Vehicle Maintenance	-	-
1,888	-	-	09-20-6015	Utilities	-	-
150	-	-	09-20-6025	Training & Travel	-	-
18,399	-	-		<b>Total Materials and Services</b>	-	-
<b>52,143</b>	-	-		<b>Total Maintenance</b>	-	-
-	<b>85,834</b>	-	09-50-9999	<b>Transfers Out</b>	-	-
<b>85,834</b>	-	-		<b>Unappr. Ending Fund Balance</b>	-	-
<b>137,977</b>	<b>85,834</b>	-		<b>TOTAL REQUIREMENTS</b>	-	-

# CAPITAL FUND



2022 Actual	2023 Actual	2024 Adopted	Capital Fund Summary	2025 Proposed	2025 Approved
-	-	60,000	Beginning Fund Balance	395,000	395,000
-	-	5,000	Interest Income	5,000	5,000
-	500,000	500,000	Transfers from other Funds	250,000	250,000
-	<b>500,000</b>	<b>565,000</b>	<b>Total</b>	<b>650,000</b>	<b>650,000</b>
-	438,487	565,000	Capital Outlay	490,000	490,000
-	-	-	Reserve for Future Exp.	160,000	160,000
-	<b>500,000</b>	<b>565,000</b>	<b>Total</b>	<b>650,000</b>	<b>650,000</b>

2022 Actual	2023 Actual	2024 Adopted	Account	Capital Fund Detail	2025 Proposed	2025 Approved
<b>RESOURCES</b>						
-	-	5,000	10-00-4020	Interest Income	5,000	5,000
-	500,000	500,000	10-00-4999	Transfer In From General Fund	250,000	250,000
-	-	60,000	10-00-3000	<b>Beginning Fund Balance</b>	395,000	395,000
-	<b>500,000</b>	<b>565,000</b>		<b>TOTAL RESOURCES</b>	<b>650,000</b>	<b>650,000</b>
<b>REQUIREMENTS</b>						
<b>Capital Outlay</b>						
-	402,185	200,000	10-40-8005	Building Improvements	50,000	50,000
-	4,726	165,000	10-40-8010	Equipment	100,000	100,000
-	31,576	200,000	10-40-8015	Apparatus	340,000	340,000
-	<b>438,487</b>	<b>565,000</b>		<b>Total Capital Outlay</b>	<b>490,000</b>	<b>490,000</b>
-	-	-	10-60-9900	<b>Reserve for Future Exp.</b>	<b>160,000</b>	<b>160,000</b>
-	61,513	-	10-60-9999	<b>Unappr. Ending Fund Balance</b>	-	-
-	<b>500,000</b>	<b>565,000</b>		<b>TOTAL REQUIREMENTS</b>	<b>650,000</b>	<b>650,000</b>

# APPENDICES





# Personnel Summary-All Funds

2024-25 Budget

	FISCAL YEAR			
	Proposed 2024-25	Adopted 2023-24	Actual 2022-23	Actual 2021-22
<b>Administration</b>				
Fire Chief	1	1	1	1
Deputy Fire Chief	0	1	1	0
Division Chief	0	0	2	3
Division Chief of Finance & Logs	1	1	0	1
Administrative Services Director	1	1	0	0
Office Manager/HR	0	0	1	0
Receptionist	.5	1	0	0
Administrative Officer/Lieutenant	0	0	1	0
<b>Totals</b>	<b>3.5</b>	<b>5</b>	<b>6</b>	<b>5</b>
<b>Fire Operations</b>				
Captain	0	0	0	0
Fire Marshall Division Chief	0	1	1	0
Battalion Chief	0	1.5	3	3
Lieutenant	9	9	9	9
Firefighter	18	28	27	27
<b>Totals</b>	<b>27</b>	<b>39.5</b>	<b>40</b>	<b>39</b>
<b>Training</b>				
Division Chief of Training	0	1	0	0
<b>Totals</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>EMS</b>				
Division Chief of EMS	1	1	0	0
Paramedic	5	6	4	4
EMT-Basic	4	0	1	1
<b>Totals</b>	<b>10</b>	<b>7</b>	<b>5</b>	<b>5</b>
<b>Fleet &amp; Facilities Maintenance Dept</b>				
Lead Mechanic	1	1	0	0
Maintenance Technician/Mechanic	1	1	2	2
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Other Support Staff</b>				
EMS Billing	0	0	0	2
EMS/Finance Assistant	0	0	1	1
RSVP Director	0	0	0	1
Recruitment & Retention	0	0	1	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>
<b>TOTAL FTE</b>	<b>42.5</b>	<b>54.5</b>	<b>55</b>	<b>56</b>

# Personnel Cost Summary

2024-25 Budget

PERSONNEL FY 2024-25	SALARY	TOTAL BENEFITS	TOTAL BUDGETED PERSONNEL
<b>Admin Dept</b>			
Fire Chief			
Division Chief of Administration	150,696	82,207	232,903
Administrative Services Director	143,640	84,375	228,015
Receptionist (Part-Time)	77,736	37,532	115,268
Duty Officer	21,216	33,847	55,063
Overtime Admin	127,752	41,751	169,503
	1,000	381	1,381
<b>Fire Operations</b>			
Firefighter 2			
Firefighter 4	86,844	56,806	143,650
Lieutenant	109,644	73,265	182,909
Firefighter 4	115,860	55,214	171,074
Firefighter 4	105,324	71,730	177,054
Lieutenant	109,644	73,219	182,863
Firefighter 4	115,860	75,173	191,033
Firefighter 4	105,324	71,807	177,131
Firefighter 4	105,324	71,807	177,131
Lieutenant	109,644	53,299	162,943
Firefighter 2	115,860	75,251	191,111
Lieutenant	86,844	57,012	143,856
Firefighter 2	105,324	71,807	177,131
Firefighter 2	86,844	45,891	132,735
Firefighter 2	86,844	65,913	152,757
Firefighter 4	95,532	48,616	144,148
Firefighter 4	109,644	53,130	162,774
Firefighter 2	109,644	73,312	182,956
Lieutenant	86,844	56,795	143,639
Firefighter 3	115,860	75,120	190,980
Firefighter 4	91,188	67,122	158,310
Lieutenant	81,516	43,910	125,426
Firefighter 2	115,860	74,935	190,795
Lieutenant	89,460	46,585	136,045
Lieutenant	108,480	72,840	181,320
Lieutenant	115,860	75,173	191,033
Firefighter 0	115,860	75,173	191,033
Firefighter/Paramedics	86,652	56,910	143,562
Firefighter 4	250,000	80,523	330,523
Overtime Ops	100,000	8,650	108,650
	750,000	238,928	988,928
<b>Training</b>			
Division Chief of Training			
<b>EMS</b>			
Division Chief of EMS			
Paramedic (Single Role 3)	133,572	79,643	213,215
Paramedic (Single Role 1)	89,592	61,330	150,922
Paramedic (Single Role 1)	81,948	39,493	121,441
Paramedic (Single Role 1)	81,948	59,425	141,373
Paramedic (Single Role 1)	81,948	59,437	141,385
EMT-Basic (Single-Role)	81,948	59,287	141,235
EMT-Basic (Single-Role)	53,184	51,643	104,827
EMT-Basic (Single-Role)	55,680	52,314	107,994
EMT-Basic (Single-Role)	53,184	51,643	104,827
Medical Director	53,184	51,643	104,827
Overtime EMS			
	25,000	6,706	31,706
<b>Fleet Maintenance Dept</b>			
Maintenance Tech			
Maintenance Tech	89,568	52,491	142,059
Overtime Fleet	78,060	49,416	127,476
	5,000	1,341	6,341
<b>TOTALS</b>	<b>5,353,440</b>	<b>3,021,821</b>	<b>8,375,261</b>

**Proposed Budget**  
**Transfer Detail**  
**FY 2024-25**

<u>Accounts</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
00-00-4999	Transfers from other Funds		-
00-50-9999	Transfers Out	250,000	
08-00-4999	Transfer In		-
08-50-9999	Transfer Out to General Fund	-	
10-00-4999	Transfer In		250,000
10-50-9999	Transfer Out to General Fund	-	
		250,000	250,000

**COLUMBIA RIVER FIRE & RESCUE**

**Budget**

**Transfer Summary**

**FY 2024-25**

	<u>Out</u>	<u>In</u>
General Fund	250,000	-
Capital Fund	-	250,000

<b>Total Transfers Out and In</b>	<b>250,000</b>	<b>250,000</b>
	<b>250,000</b>	<b>250,000</b>

**CRFR  
2024-25 Budget**

<u>ORS Requirement</u>	<u>Timeline / Due Dates</u>	<u>Calendar</u>	<u>City Process</u>
<b>ORS 294.426</b> Prepare Proposed Budget	4/1/24		Budget worksheets to Departments.
<b>ORS 294.426</b> Prepare Proposed Budget	4/16/24		Departments return completed budget request forms to Finance.
<b>ORS 294.331</b> Appoint Budget Officer	4/16/24		Appoint acting Budget Officer & Budget Committee Members at Board Meeting. (Completed in 2023 Res: 22-23-33)
<b>ORS 294.401</b> Publish 1st Notice of Budget Committee Meeting	5/15/24		Submit budget committee meeting notice for publication on 5/15/24. The publication date should list the first date of the actual meeting and any additional dates if necessary. Publish <u>no more</u> than 30 days before the meeting. Obtain affidavit of publication from newspaper.
<b>ORS 294.401</b> Publish 2nd Notice of Budget Committee Meeting	5/31/24		Submit 2nd meeting notice for publication on 5/31/24. The publication date should list the first date of the actual meeting and any additional dates if necessary. Publish <u>no later</u> than 6/7/24 or 5 days before the meeting OR post on website at least 10 days before the meeting. Obtain affidavit of publication from newspaper.
<b>ORS 294.426</b> Budget Committee Meets	6/12/24 6:00PM		Committee meets to receive the 2024-25 budget message and budget presentation of the proposed budget. Proposed budget will be on file in the office by this date. Budget Committee hears any public comment or testimony at the end of the budget presentation.
<b>ORS 294.428</b> Approve Budget			When the Budget Committee is satisfied with the budget, including any additions or deletions, it is approved and forwarded to the Board for the adoption process.
<b>ORS 294.448</b> Publish Budget Summary & Notice of Budget Hearing	6/14/24		LB-1 - Submit newspaper publication of financial summary, notice of budget hearing. Publish <u>no later</u> than 06/21/24 or 5 days before the hearing. Obtain affidavit of publication from newspaper.
<b>ORS 294.453</b> Public Hearings	6/27/24 6:00PM		Board holds public hearing on the approved budget.
<b>ORS 294.456</b>	6/27/24 6:00PM		Board adopts budget, makes appropriations, impose taxes and categorize taxes.
<b>ORS 294.458</b> Submit Tax Certification Document to Assessor	6/29/24		Submit LB50 and copies of adopted budget to Assessor's office no later than 7/15 each year. Submit copies to county clerk no later than 9/30 each year.

Updated as of April 1, 2024

**NOTICE OF BUDGET HEARING**

A public meeting of the Columbia River Fire & Rescue's Board of Directors will be held on June 27, at 6:00pm to hold a public hearing and discuss the annual budget for the fiscal year beginning July 1, 2024 as approved by the Budget Committee. A summary of the approved budget is presented below. A complete copy of the budget may be obtained online at [www.cfrf.com](http://www.cfrf.com). This budget was prepared on the modified accrual basis of accounting, which is consistent with the prior year.

This meeting will be a hybrid meeting, with the option to attend in person at Columbia County 911 Admin Bldg or via Teams. This is to enable interested citizens to listen to and participate in the meeting. Should you wish to speak during the public hearing portion of the meeting, you may sign up by contracting the District prior to the meeting. Written comments may be provided in advance of the meeting by sending an email to [lehnerk@cfrf.com](mailto:lehnerk@cfrf.com). If you desire to participate in the public hearing, and are unable to provide written comments, please contact the District prior to the scheduled meeting time.

Contact: Kate Lehner Telephone: 503-397-2990 Email: [lehnerk@cfrf.com](mailto:lehnerk@cfrf.com)

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	<b>Actual Amount FY 2022-23</b>	<b>Adopted Budget FY 2023-24</b>	<b>Approved Budget FY 2024-25</b>
Beginning Fund Balance/Net Working Capital	3,895,044	1,460,000	2,895,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,186,124	2,193,000	2,246,000
Federal, State & all Other Grants, Gifts, Allocations & Donations	244,814	265,000	15,000
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	1,877,884	700,000	250,000
All Other Resources Except Current Year Property Taxes	227,429	95,400	108,600
Current Year Property Taxes Estimated to be Received	8,437,771	8,830,000	8,960,000
<b>Total Resources</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>14,474,600</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	9,414,893	9,601,430	8,423,260
Materials and Services	1,506,153	1,846,166	2,059,620
Capital Outlay	438,487	565,000	490,000
Debt Service	326,299	330,804	329,675
Interfund Transfers	1,877,885	700,000	250,000
Contingencies	0	0	500,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	3,305,349	500,000	2,422,045
<b>Total Requirements</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>14,474,600</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM</b>			
<b>Name of Organizational Unit or Program</b>			
<b>FTE for that unit or program</b>			
Personnel	9,414,893	0	0
FTE	55.00	0.00	0.00
Admin	708,803	1,623,115	1,805,120
FTE	0.00	5.00	3.50
Fire Operations	50,541	7,203,130	6,085,990
FTE	0.00	39.50	27.00
EMS	242,705	1,421,371	1,678,760
FTE	0.00	7.00	10.00
Training	43,296	323,600	84,500
FTE	0.00	1.00	0.00
Fire Prevention	10,177	26,150	11,250
FTE	0.00	0.00	0.00
Fleet/Facilities Maintenance	403,387	835,230	802,260
FTE	0.00	2.00	2.00
RSVP	2,243	0	0
FTE	0.00	0.00	0.00
Grants	45,001	15,000	15,000
FTE	0.00	0.00	0.00
Capital	438,487	565,000	490,000
FTE	0.00	0.00	0.00
Not Allocated to Organizational Unit or Program	5,509,533	1,530,804	3,501,720
FTE	0.00	0.00	0.00
<b>Total Requirements</b>	<b>16,869,066</b>	<b>13,543,400</b>	<b>14,474,600</b>
<b>Total FTE</b>	<b>55.00</b>	<b>54.50</b>	<b>42.50</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**

*During FY23-24, CRFR underwent significant restructuring in order to achieve the necessary cost savings to ensure the financial health of the District. Personnel costs were reduced by 11.5FTE through attrition, lay-offs, and restructuring of the staffing model and this has been carried into the FY24-25 Approved Budget. Please note, beginning in FY23-24, Personnel has been allocated to their specific cost centers (org unit) for the proposed budget.*

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed FY 2022-23	Rate or Amount Imposed FY 2023-24	Rate or Amount Approved FY 2024-25
Permanent Rate Levy (rate limit 2.9731 per \$1,000)	2.9731	2.9731	2.9731
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$1,735,000	\$0
Other Borrowings	\$207,477	\$0
<b>Total</b>	<b>\$1,942,477</b>	<b>\$0</b>

**Resolution #: 2023-24-14**

In the Matter of; adopting a budget,    )  
 Making appropriations, declaring a    )  
 Tax levy, and categorizing taxes        )

**WHEREAS**, Columbia River Fire & Rescue has appointed a budget committee, held committee meetings, and had the Budget committee approve a budget and a property tax rate. Now, therefore:

**BE IT RESOLVED**, that the Board of Directors of Columbia River Fire & Rescue hereby adopts the budget for the fiscal year 2024-25 in the aggregate sum of **\$14,474,600** and that this budget is now on file in the Administration Office of the Fire District.

**BE IT RESOLVED**, that for the fiscal year beginning July 1, 2024 for the purposes shown below the amounts are hereby appropriated as follows:

General Fund			
Admin	\$	1,805,120	
Fire Operations		6,085,990	
Training		84,500	
EMS		1,678,760	
Fire Prevention		11,250	
Fleet/Facility Maint		802,260	
Not Allocated to Org Unit:			
Debt		329,675	
Transfers		250,000	
Contingency		500,000	
Total	\$	<u>11,547,555</u>	
Grants Fund			
Grant Programs	\$	<u>15,000</u>	
Total	\$	<u>15,000</u>	
Capital Fund			
Capital	\$	<u>490,000</u>	
Total	\$	<u>490,000</u>	
Total Appropriations	\$	<u>12,052,555</u>	
Total Unappropriated Amounts All Funds	\$	<u>2,422,045</u>	
TOTAL ADOPTED BUDGET	\$	<u>14,474,600</u>	



**BE IT RESOLVED**, that the Board of Directors for Columbia River Fire & Rescue hereby imposes the taxes provided for in the adopted budget at the rate of \$2.9731 PER \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2024-25 upon the assessed value of all taxable property within the District, and that this amount is the permanent rate limit assigned to the District.

<b>GENERAL GOVERNMENT</b>	<b>EXCLUDED FROM LIMITATION</b>
Permanent Rate \$2.9731/\$1000	-0-

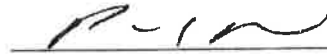
This matter having come before the Board was PASSED AND ADOPTED, by the Board of Directors of Columbia River Fire & Rescue on this 27th day of June 2024.

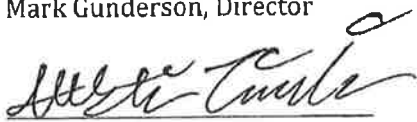
**COLUMBIA RIVER FIRE & RESCUE BOARD OF DIRECTORS**

\_\_\_\_\_  
Ryan Welby, Vice President

  
Richard Fletcher, Secretary/Treasurer

  
Mark Gunderson, Director

  
Paul Rice, Director

  
Austin Zimbrick, Director

# Section 10

AMBULANCE SERVICE AREA FRANCHISE RFP

## Dispatch / Communications

Columbia River Fire and Rescue currently works with Columbia 911 (PSAP) and has no issues working with them into the future. We have the ability to work with CAD in all of our ambulances. In addition we have GPS transponders in 7 of our 8 ambulances. Any new ambulances purchased will have GPS transponders. The ambulance without the GPS transponder will be phased out when a new ambulance is purchased in the 2024/2025 fiscal budget year.



Section

11

## Hospital Relations and Community Education - Complaint protocol, community involvement

Columbia River fire and Rescue has a long positive standing with Hospitals. Columbia River Fire and Rescue is involved with OHA EMS and Trauma System as well as the HPO Steering Committee. Our current Physician Supervisor works at Goodsam Emergency Room.

Community Education - Columbia River Fire and Rescue has pride in Community Education. CRFR helps at several community events, is always available to answer community questions, and is involved in a NARCAN distribution program.

Complaint protocol - Columbia River Fire and Rescue has an internal complaint protocol. All EMS complaints go to the EMS Chief for review and investigation. CRFR is currently working on a complaint process with the County ASA committee / Public Health and plans on using the reporting method through Public Health when it is completed.



# Section 12

## Personnel work life balance, wage/benefit, career opportunities

Columbia River Fire and Rescue prioritizes work/life balance of its employees by providing vacation and sick leave accrual that exceeds the industry standard. In addition employees are given extra vacation for working holidays and allowed unlimited shift trades options that help promote a positive workplace culture. The wage and benefits offered by the CRFR are competitive, ensuring that employees are fairly compensated for their hard work and dedication. Additionally, Columbia River Fire and Rescue provides various career opportunities for growth and advancement within the organization, allowing employees to pursue their professional goals and develop their skills in the field of EMS / firefighting services. CRFR hiring practices and promotions are governed under the Civil Service Commission.

- Labor Agreement attached



**LABOR AGREEMENT**

Between

**COLUMBIA RIVER FIRE & RESCUE**



And

**ST. HELENS PROFESSIONAL FIREFIGHTERS ASSOCIATION IAFF  
LOCAL NO. 3215**



**Expires June 30, 2025**

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**PREAMBLE**

This AGREEMENT is entered into by and among Columbia River Fire and Rescue hereinafter "District", and the International Association of Firefighters Local 3215 hereinafter "Union." It is the purpose of this Agreement to achieve and maintain harmonious relations between the District and the Union; to provide for equitable and peaceful adjustments of contract differences that may arise; and to establish proper standards of wages, hours, terms, and working conditions of employees within the bargaining unit.

This contract shall constitute the Agreement with respect to wages, hours of work, terms, and other conditions of employment.

**ARTICLE I – DURATION**

This Agreement shall be effective as of final execution by both parties and shall be in effect through and including June 30, 2025.

Either party wishing to modify, through negotiations, the terms of this Agreement may do so by notifying the other party, in writing, no later than October 15, 2024.

This Article shall not preclude the Union and the District from either (1) meeting during the period of the contract at the request of either party to discuss procedures for avoiding grievances and other problems and for generally improving relations between the parties or (2) negotiating on any matter during the open negotiation period before termination.

**ARTICLE II -- RECOGNITION**

The District recognizes the Union as the sole and exclusive bargaining representative of all paid professional Firefighters/EMTs (FF/EMTs), and Single Role EMTs(SREMTs) of the District. This recognition specifically excludes Volunteers, Mechanics, Administrative personnel, Chief Officers, Fire Marshals, Fire Inspectors, temporary/ part-time employees, and supervisory personnel as set forth in ORS 243.650

**ARTICLE III - SECURITY & CHECKOFF**

**Section 1.** Commencing on the effective date of this Agreement the District agrees to deduct from the paycheck of each employee, who has authorized it, regular monthly dues uniformly required of members of the Union. The amounts deducted shall be transmitted by the fifth (5th) of the following month to the Union, by direct deposit to a designated Union bank account, on behalf of the employee involved. Authorization for such deduction shall be in writing, signed by the employee, and may be revoked by the employee upon written request at the expiration of this contract on June 30. Employees have the voluntary choice of whether to become members of the Union.

**Section 2.** The Union agrees that it will indemnify and save the District harmless from all suits, actions, and claims against the District or persons acting on behalf of the District arising out of the District's faithful compliance with the terms of this article, provided the District notifies the Union in writing of such claim and tenders the defense to the Union.

**ARTICLE IV - MANAGEMENT RIGHTS**

It is recognized that an area of responsibility must be reserved so that the District can serve the public effectively. Except to the extent expressly abridged by specific provisions of this Agreement, it shall be recognized that the responsibilities of management are exclusively functions to be exercised by the District and are not subject to negotiation or the grievance procedure. By way of illustration and not limitation, the following are listed as such management functions:

- 1) The determination of the District's financial, budgetary, accounting, and organization policies and procedures.
- 2) The continuous overseeing of personnel policies and procedures and programs promulgated under any ordinance or administrative order of the District establishing personnel rules and regulations not inconsistent with any other term of this Agreement.
- 3) The management and direction of the workforce including, but not limited to, the right to determine the methods, processes, and manner of performing work; the determination of the duties and qualifications to be assigned or required and determination of job classification; the right, subject to the Civil Service Rules and Appeals Procedure, to discipline or discharge for proper cause; the right to lay off for lack of work or funds; the right to abolish positions or reorganize the stations or divisions; the right to determine schedules of work or staffing requirement at specific stations; the right to purchase, dispose and assign equipment or supplies; the right to contract or subcontract any work; and the right to determine staffing requirements of the apparatus.

## **ARTICLE V - HOURS OF WORK AND OVERTIME**

### **Section 1. OVERTIME**

The District agrees to pay overtime at the rate of time and one-half of the employee's regular rate of pay (base rate plus certification, education, and longevity incentives) to any;

**1a)** FF/EMT for hours worked in excess of 182 hours in a twenty-four (24) day work period in accordance with the FLSA.

**1b)** SR/EMT for hours worked in excess of forty (40) hours in a week.

### **Section 2. WORK SCHEDULES**

**2a)** The FF/EMTs will work a forty-eight/ninety-six (48/96) shift schedule. This is a three (3) platoon system (A B C shifts) in which each employee will work two (2) consecutive twenty-four (24) hour shifts for a total of forty-eight (48) hours on duty and have ninety-six (96) consecutive hours off duty. The normal on-duty assignment is commonly referred to as a "Rotation".

**2b)** Off-duty FF/EMT shift personnel may be subject to recall for emergency duty as determined and directed by the District.

**2c)** While on the forty-eight/ninety-six (48/96) schedule, a "shift" or "duty shift" shall consist of either the first or second twenty-four (24) hours of the forty-eight (48) hour work period. Each "Rotation" will be comprised of two (2) twenty-four (24) hour shifts for the purposes of vacation and sick leave usage.

**2d)** When calling in sick, FF/EMT personnel may only call in pertaining to one (1) twenty-four (24) hour shift at a time unless they are requesting FMLA.

**2e)** The SR/EMTs will work twelve (12) hours on, followed by twelve (12) hours off. This cycle will repeat for four (4) days, to be followed by four (4) calendar days off. If any changes are made to the shift, (i.e. days off, start or end times) the District will give a minimum of thirty (30) days' notice.

**2f)** When calling in sick, SR/EMT personnel may only call in pertaining to one (1) twelve(12) hour shift at a time unless they are requesting FMLA.

**2g)** Employees placed on light duty, as determined, and directed by the District, may be placed on a modified work week. A modified work week shall consist of forty (40) hours per week. A minimum of one week of forty (40) hour work assignment must be assigned for the employees' benefits to be converted to forty (40) hour work week accrual and usage.

**Section 3.** The District agrees to pay time and one half to each FF/EMT &/or SR/EMT that may be required to fill a temporary vacancy (within their job classification) of less than forty-five (45) calendar days before making a Temporary Appointment. For an employee's long-term leave of forty-five (45) calendar days or more (i.e., family leave, surgery), the District may make a Temporary Appointment beginning with the first shift. Personnel assigned to a Temporary Appointment will be governed by Job Description JD-22 Temporary Firefighter. A Temporary Appointment will be for a maximum of ninety (90) continuous calendar days per FTE position, beginning with the first shift worked.

**Section 4.** Upon approval of the Chief or his/her designee, the District will allow employees to have the right to exchange shifts without limit so long as the person working the trade time is qualified to perform the duties of the position. When scheduled, shift trades will have zero economic impact on the District, i.e. may not create overtime.

**Section 5.** It shall be the responsibility of the Chief or his/her designee to see that a minimum of ten (10) paid FF/EMT personnel, as listed below are assigned each day.

3 - Company Officers

7 - Firefighters

**NOTE:** Six (6) of the ten (10) listed above must be Paramedic certified without restrictions by the State of Oregon Health Division.

**5a)** In order to maintain the minimum FTE Firefighter/EMT and Paramedic staffing levels outlined above, the District will follow SOP B-03a. To the extent that the District may want to modify SOP B-03a during the term of this agreement, it will bargain with the Union as may be required by PECBA.

**5b)** In order to maintain the minimum FTE Firefighter/EMT & Paramedic staffing levels outlined above, the District agrees to maintain a minimum of thirty-six (36) Firefighter/EMTs employed at CRFR.

**5c)** When the District determines to staff additional stations with paid personnel, a (FTE) Company Officer will be assigned to each location.

**Section 6.** No FF/EMT shall work more than three (3) consecutive shifts. Twenty-four (24) hours of continuous off-duty time must be taken if a FF/EMT works three (3) consecutive shifts. FF/EMTs may request an exception from this rule from the Operations Chief or his designee to work a fourth (4<sup>th</sup>) consecutive shift. Such requests will be considered and approved or denied on a case-by-case basis. If a FF/EMT works ninety-six (96) consecutive hours, they must be off work for the following forty-eight (48) hours.

**Section 7.** Overtime paid for alarm call back shall be at a minimum of one and one-half (1½) hours. In the case of a major emergency or alarm all employees, not on sick leave or vacation, shall report to their assigned duty station if notified of a "GENERAL ALARM."



**Section 8.** Emergency Conflagration Act

**8a) Assignment Definition-** An assignment is defined as the time period (days) between the first reporting location on the original resource order (muster location) and commencement upon return to the home station and includes the two (2) hour restoration time.

**8b) Length of Assignment standard-** assignment length is up to fourteen (14) days exclusive of travel from and to the home station with possible assignment extension.

**8c) Recovery Time-** Upon return to the home station from an emergency conflagration act assignment, if an employee is on shift, employees will be given the remainder of their shift off on "paid administrative leave".

**ARTICLE VI - LEGAL DEFENSE**

**Section 1.** The District shall provide, at no cost to the employee, legal defense in conjunction with any proceeding brought against him/her, arising out of the conduct of the employee which is within the course and scope of his/her employment.

**Section 2.** The District shall provide liability coverage that equals or exceeds that required by state statute for all personnel which will cover members for loss due to civil action as prescribed in Section 1.

**ARTICLE VII - LIFE INSURANCE**

The District shall maintain at no cost to the employee a life insurance contract with a face value of \$20,000 to each full-time employee covered by this Agreement at the expense of the District. The District shall furnish any employee with a written description of such insurance policy upon request.

**ARTICLE VIII - HOLIDAYS AND VACATION TIME**

**Section 1. A)** Each fifty-six (56) hour (FF/EMT) employee shall be granted, on a prorated basis, five(5) paid shifts (24 hours each) off per fiscal year in lieu of holidays. Each forty (48) hour (SR/EMT) employee shall be granted, on a prorated basis, eight (8) paid shifts (12 hours each) off per fiscal year in lieu of holidays.

**B)** Each employee that works any of the following: July 4, Thanksgiving, Christmas Day, will accrue one (1) additional day of Floating Holiday per identified holiday worked.

**Section 2.** The accrual of vacation time shall be determined by the employee's "years of service anniversary date" defined as July 1 of the calendar year the Union Member was hired.

An employee hired on or after January 1 shall accrue vacation time on a prorated basis of three(3) shifts per twelve(12) months until June 30.

Years of service anniversary date shall apply only to vacation time accrual.  
Full-time fifty-six (56) hour FF/EMTs shall receive vacation time as follows:

<b>YEARS OF SERVICE</b>	<b>AMOUNT OF VACATION TIME</b>
After 1 year	3 Shifts - 72hrs (24 hrs shifts)
After 2 years	6 Shifts - 144
After 5 years	9 Shifts - 216
After 10 years	12 Shifts - 288
After 15 years	15 Shifts - 360
After 20 years	18 Shifts - 432
After 25 years	21 Shifts - 504

Years of service anniversary date shall apply only to vacation time accrual.  
Full-time forty-eight (48) hour SR/EMTs shall receive vacation time as follows:

<b>YEARS OF SERVICE</b>	<b>AMOUNT OF VACATION TIME</b>
After 1 year	4 shifts - 48hrs (12hr shifts)
After 2 years	9 shifts - 108
After 5 years	14 shifts - 168
After 10 years	18 shifts - 216
After 15 years	23 shifts - 276
After 20 years	27 shifts - 324

**Section 3.** In the event a non-probationary employee terminates his/her employment or is terminated due to death, retirement, or disability, the employee or his/her beneficiary shall

receive full pay for all unused vacation time from the preceding year and for all unused holiday and vacation time from the current year on a prorated basis.

**Section 4.** Vacation time does not accrue until the end of a fiscal year, except in the case of termination as set forth in Section 3 of this Article. Vacation time accrued at the end of a fiscal year shall be taken the following fiscal year.

**Section 5.** Holiday and vacation time shall not be accumulated from year to year. There shall be no pay instead of taking holidays and vacation, except:

- a) In those extraordinary situations in which it is not possible for the employee to take the holidays and/or vacation time, and subject to the approval of the Chief or his/her designee.
- b) In the case of termination as set forth in Section 3 of this Article.
- c) In instances presented under Article XII, Section 8.
- d) In instances presented under Article VIII, Section 8.

**Section 6.** FF/EMTs shall be permitted to request vacation time and holidays on either a twelve(12) or twenty-four(24) hour basis. Vacation time and holidays shall be scheduled by mutual agreement between the firefighters and the Chief, or his/her designee, based on the efficient operating needs of the District, and availability of relief. The FF/EMTs shall be allowed two (2) members of the assigned shift force to be off on vacation or holiday per shift, except during periods of long-term illness or injury over five (5) shifts. During this long-term illness or injury, only one person may be off, up to a maximum of forty-five (45) days after notification of the length of injury or illness. No scheduled vacation shall be canceled, but requests may be denied. Holiday and vacation time shall be considered together when being requested and shall be requested as follows:

- (a) Initial Holiday and vacation time scheduling for the next fiscal year may begin on May 1 of the current fiscal year. In order of seniority, each FF/EMT will be allowed to request up to six (6) shifts together. These six (6) shifts will be referred to as the firefighter's "first choice." Once all members have had the opportunity to schedule their "first choice", each member will be allowed to schedule their remaining holiday and vacation days, "second choice". The Union shall determine how long is appropriate for each member to have to schedule their first and second choice before moving on to the next senior member.
- (b) Once the initial vacation scheduling is complete, the remaining shifts will be requested on a first come first served basis. When more than one FF/EMT requests the same vacation/ holiday slot, and all requests are submitted on the same day, seniority will prevail. If during the current year, a vacation/ holiday is canceled, a notice through Crew Sense will be sent to the shift and it will be open for 24 hours. If more than one FF/EMT request it within 24 hours, then seniority will prevail.

**Section 7.** SR/EMTs shall be permitted to request vacation time and holidays on a twelve (12) hour basis. Vacation time and holidays shall be scheduled by mutual agreement between the SR/EMTs and the Chief, or his/her designee, based on the efficient operating needs of the District. The SR/EMTs shall be allowed one (1) member of the assigned shift force to be off on vacation or holiday per shift, except during periods of long-term illness or injury over five (5) shifts. During this long-term illness or injury, zero (0) members may be off on vacation or holiday per shift. No scheduled vacation shall be canceled, but requests may be denied. Holiday and vacation time shall be considered together when being requested and shall be requested as follows:

- (a) Each SR/EMT will be allowed to request up to six (6) shifts together on a seniority basis. These six (6) shifts will be referred to as the SR/EMT's "first choice." This first choice will take priority over other time which may be requested by another SR/EMT who may have the seniority (provided it is not the other SR/EMT's first choice).
- (b) Once the initial vacation scheduling is complete, the remaining shifts will be requested on a first come first served basis. When more than one SR/EMT requests the same vacation/ holiday slot, and all requests are submitted on the same day, seniority will prevail. If during the current year, a vacation/ holiday is canceled, a notice through Crew Sense will be sent to the shift and it will be open for 24 hours. If more than one SR/EMT requests it within 24 hours, then seniority will prevail

**Section 8.** If while on vacation or holiday, an employee is stricken with a serious health condition, as defined by applicable family medical leave laws, scheduled unused holiday or vacation times may be canceled upon timely notification to his/her immediate supervisor, and sick leave used instead. The employee will notify the District as soon as possible and at the discretion of the Chief or his/her designee, may be asked to provide a doctor's slip.

**Section 9.** An employee will be considered to be on vacation from the time he/she gets off duty from his/her last duty shift or work day prior to the shift scheduled for vacation and will continue until his/her return to his/her next scheduled duty shift or work day that they're assigned.

## **ARTICLE IX - DISABILITY AND SICK LEAVE**

**Section 1.** The District shall provide permanent disability insurance coverage to all employees providing for up to 66 2/3% of their regular pay (base pay plus incentives) up to \$5,000 monthly benefit starting not more than ninety(90) days after disability and continuing to age sixty-five(65). In the event a pretax plan is offered, the District will offer a plan paying an employee's regular pay (base pay plus incentives) up to \$7,000 monthly salary at a benefit level of 60%. The District's Health Insurance Committee will be responsible for mutually agreed upon disability insurance coverage. The committee will first present its proposed recommendation(s) to a non-binding, advisory vote of all District employees to receive their input. The committee will then present a final insurance package recommendation to the District's Board of Directors for adoption, decided by a majority vote of the committee.

**Section 2.** For FF/EMTs hired before June 30, 2017, sick leave shall be allowed to accumulate at a rate of one (1) twenty-four (24) hour shift per month.

**2a)** FF/EMTs sick leave shall continue to accumulate during periods of sick leave with pay until the employee has been off on sick leave for ten(10) consecutive shifts at which time sick leave will not accumulate until the employee returns to duty.

**2b)** For FF/EMTs hired after July 1, 2017, sick leave shall be allowed to accumulate at a rate of fourteen (14) hours per month. Sick leave shall continue to accumulate during periods of sick leave up to one (1) year.

**2c)** SR/EMTs will accumulate sick leave at a rate of one (1) twelve-hour shift per month. Sick leave shall continue to accumulate during periods of sick leave up to one (1) year.

Sick leave will not be paid to an employee for an injury or illness procured while working for wages on a job outside of his/her employment with the District for the first sixty (60) calendar days of such sick leave unless payment is recommended by the Chief and approved by the Board.

**Section 3.** For FF/EMTs hired before June 30, 2017, After accumulating sixty (60) shifts of sick leave the employee shall receive one(1) shift off (**Sick Leave Holiday-SLH**) for each six(6) month period in which no sick leave was used (donated SL hours will not count as used hours in this instance). Each earned SLH shall be taken within twelve (12) months of the date earned or it will be lost.

- a) For FF/EMTs hired after July 1, 2017, after accumulating thirty-five (35) shifts of sick leave, that member shall receive one (1) shift off for each six (6) month period in which no sick leave was used.

- b) For SR/EMTs, after accumulating fifty-five (55) shifts of sick leave, that member shall receive one (1) shift off for each six (6) month period in which no sick leave was used.

**Section 4.** The District will keep and maintain complete and accurate records at all times of the accumulation of each individual employee's sick leave.

**Section 5.** An employee's Sick Leave balance will be charged by the hour.

**Section 6.** The District does not require a mandatory sick slip, although the Chief or his/her designee may require such a slip if he/she believes circumstances warrant and/or as required by applicable State and Federal family medical leave laws. The Chief, or his/her designee, may require verification of the employee's physical condition by the District physician at the District's expense.

**Section 7.** Sick leave used to attend a legitimately ill family member shall be limited to the period that the employee's attendance is actually required, not to exceed two (2) consecutive shifts. Any additional time needed will require an applicable family medical leave request and the documentation to be submitted by the employee and approved by management before their next scheduled workday. Requests not qualifying as family medical leave may be denied. Family members shall be defined as those defined by State and Federal mandates.

**Section 8.** When an occupational claim occurs in the course of employment, the District shall, upon the employee's submission to the payroll department of any time loss payment received under Workers Compensation laws, pay the employee's regular salary.

The employee will notify the District in writing immediately upon receipt of any payment from Workers Compensation. Should double payments be received, the District shall be reimbursed the pay period following the discovery of the double payments, and if not reimbursed, may automatically deduct any overpayment in full from the employee's next paycheck, or any subsequent paycheck if there is not a sufficient amount in the next paycheck

**Section 9.** Upon written application by the employee, sick leave without pay may be granted by the District for the remaining period of disability after the accrued sick leave has been exhausted. The District may require a physician's report of progress periodically during the period of disability.

**Section 10.** An employee having accumulated sick leave may transfer a portion of his/her accumulated sick leave to any other employee who is suffering from an injury, disability, or illness preventing the employee from returning to work who has exhausted all of his/her accumulated sick leave, accrued vacation time and other leave with pay to which the employee may be entitled.

- 10a) Sick leave contributions may be made only in units of whole shifts.



**10b)** At such time as the employee qualifies for the disability insurance coverage as provided for in Section 1 of this Article, he/she shall not be eligible to receive transfers of sick leave as provided in this Section.

**10c)** Records of donated sick leave hours will be maintained by the Union, with the ability to show the amount, date & time of donation, donor, and recipient. These records will be shared with the District when any time is donated or utilized. The intent is to have both parties' records showing the same amounts of donated and utilized time.

**10d)** Employees donating sick leave hours to another member must have a minimum balance of two hundred and forty (240) hours after their donation.

**Section 11.** After a continuous period of sick leave and/or disability of sixteen(16) months (160 work shifts for FF/EMTs) or two hundred and forty(240) work shifts for SR/EEMTs the employer has the right to fill the position with a permanent replacement. Upon certification by a physician, prior to the expiration of the sixteen months, the employee shall be able to return to work within sixty(60) calendar days of the end of the sixteen-month period, without any conditions or restrictions on the employee's performance and duties, the replacement of the employee shall be waived. Should the employee not be able to return to unrestricted duty within the sixty (60) day extension, the employee may be replaced.

**Section 12.** In the event an employee is terminated due to death, retirement, or permanent disability, the employee or his/her beneficiary shall receive his/her regular rate of pay for the employee's balance of unused sick leave, up to sixty (60) shifts of unused sick leave. Under no other circumstances does an employee leaving service to the District receive pay for accumulated and unused sick leave.

**ARTICLE X - FUNERAL LEAVE**

Paid Funeral leave of up to two (2) shifts, shall be granted to employees to attend the funeral of an immediate family member. "Immediate family member" is defined as the employee's spouse, parent, grandparent, children, including foster and stepchildren, brothers, sisters, present mother-in-law, father-in-law, present brother-in-law and sister-in-law, grandchildren, same-sex domestic partner, and legal dependents. Up to fifteen (15) calendar days off (leave without pay) may be granted by the District at the employee's written request to attend to the affairs of the estate of a family member. Bereavement leave under OFLA will run concurrently with funeral leave under this article.

**ARTICLE XI - HEALTH AND WELFARE**

**Section 1.** For the term of this Agreement, the District agrees to provide a medical, dental, and vision plan ("health insurance") to all full-time employees and their legal dependents as provided herein.

- a) The District and the Union shall maintain an Insurance Committee consisting of two (2) District management personnel (selected by the Administration) and two (2) Union Local 3215 represented personnel (elected by vote of the membership). The committee's meetings shall be open to employees, and committee presentations shall be made to employees throughout the process. The committee will first present its proposed recommendation(s) to a non-binding, advisory vote of all District employees to receive their input. The committee will then present a final insurance package recommendation to the District's Board of Directors for adoption, decided by a majority vote of the committee.
- b) The Insurance Committee's final recommendation shall be presented to the District's Board of Directors for their approval prior to the beginning date for open enrollment to renew the existing insurance plan. If an HRA-VEBA plan is adopted as part of the renewal, the District will pay the entire premium cost for all full-time employees. If a "dual plan" or a non-HRA-VEBA plan is decided upon by the committee and approved by the District's Board of Directors, the District will continue to pay ninety-five percent (95%) of the non-HRA-VEBA plan's monthly premium, with the remaining five percent (5%) to be paid by the employee by payroll deduction.
  - b1) Employees shall contribute \$100/month to their total premium cost via payroll deduction.
  - b2) The District agrees to deposit \$333.33 monthly with a total annual contribution of \$4,000 into the HRA-VEBA for each employee that utilizes the district's provided health insurance plan.
- c) If the District's Board of Directors does not approve the Insurance Committee's proposal, or the Committee is unable to reach an agreement prior to the beginning date for open enrollment to renew the existing insurance plan, the committee will continue its work and the existing plan will remain in effect only until a mutually agreed upon insurance proposal is reached by the Committee and approved by the District's Board of Directors. No lapse of insurance coverage will occur during the transition, but the new insurance coverage will begin as soon as possible after approval by the Board of Directors.
- d) The Insurance Committee shall be responsible to review the renewal proposal each year and mutually agree to plan design changes if they determine necessary within the existing plan(s). If the recommended changes are more than de minimis (e.g., changes in doctor panels or hospitals), or include a change of plan provider(s), then the recommendation shall be subject to the same rules outlined in subsections (a) – (c) above.

**Section 2.** No loss of health and welfare benefits will occur when the employee is on sick leave without pay for up to eighteen (18) months, or until eligible for permanent disability benefits, whichever is the lesser time. FMLA and OFLA rules apply to premium payments.

**Section 3.** The District will make health insurance available to any employee who retires during the term of this Agreement through Medicare age. The entire cost of such insurance shall be borne by the retiree, except as provided by Article XII, Section 12 below.

**Section 4.** The District will no longer pay into the "Post Employment Health Plan" that is in place. The District will transfer all employee PENP funds into their individual VEBA accounts noted in Sections 1b, 2, & 5 of this Article.

**Section 5.** Employees with medical, dental, and vision coverage provided through a spouse or domestic partner may opt out of the District sponsored plan annually at open enrollment and choose to receive a \$1,000/month in comparable benefit.

**5a)** The district agrees to deposit half the HRA-VEBA (as noted above in 1b) in the amount of \$2,000 annually, \$166.66 monthly, to those who choose to opt out of Health Insurance.

**ARTICLE XII – SALARIES**

**Section 1.** The base monthly salaries of employees covered by this Agreement shall be adjusted as follows, which is set forth in Appendix A

1a) Effective July 1, 2022 – Increase the salary schedule by two (2.0) %.

1b) Effective July 1, 2023 – Increase the salary schedule by two (2.0) %.

1c) Effective July 1, 2024 – Increase the salary schedule by two (2.0) %.

**Section 2.** EMT premium pay, as follows, shall be paid to those bargaining unit members with EMT Advanced and Paramedic certifications as long as they are valid, the District operates an ambulance, and the employee is authorized to work under the District's standing orders.

EMT Advanced	\$2,500 per year paid in a lump sum on December 1 <sup>st</sup> paycheck
Paramedic	\$7,500 per year paid in a lump sum on December 1 <sup>st</sup> paycheck

The District agrees to pay for all required recertification fees.

**Section 3.** The District shall furnish and provide all employees' related equipment as required by law and deemed necessary by the District. Such equipment shall be provided at no cost to the employee.

**Section 4.** The District shall purchase a probationary employee's required uniforms. The employee shall reimburse the District for the cost of the uniform if he/she is terminated or resigns within his/her probationary period.

**Section 5.** The District shall, with the written consent of the employees, make appropriate payroll deductions for retirement, health insurance, credit union, union dues, and meals or as otherwise provided herein.

**Section 6.** A qualified employee may be selected by the District as an Acting Lieutenant for a period of one (1) year. Eligible employees must apply for the Acting Lieutenant assignment via an application process in April of each year. Selected employees will begin serving as an Acting Lieutenant effective July 1 of that year and continue in the assignment until June 30 of the

following year, or beyond that at the sole discretion of the District. Employees must be qualified under the Standard Operating Procedure list of requirements. An employee selected to serve as an acting Lieutenant shall be paid a monthly stipend in the amount of \$180.

An employee may be removed from the Acting Lieutenant assignment prior to the completion of one year for any of the following reasons:

- The employee receives discipline
- The employee fails to complete tasks as assigned by the Division Chief of Training or Division Chief of EMS
- The employee chooses to step down from the position

Eligibility requirements for the Acting Lieutenant position include all of the following:

- Completion of the Acting Lieutenant task book;
- Completion of the annual Instructor Academy (April- June, in-house instruction by the Training Division);
- NFPA or DPSST Firefighter I and Firefighter II;
- NFPA or DPSST Fire Instructor I;
- NWCG Wildland Firefighter I (Advanced Firefighter); and
- NFPA or DPSST Qualified Pumper Operator for all CRFR Apparatus (Engine, Brush, Tender)

**Section 7.** A qualified employee may be selected by the District as a Field Training Officer for a period of one (1) year. Eligible employees must apply via an application process in April of each year. Selected employees will begin serving as a Field Training Officer on July 1 of that year and continue in the assignment until June 30 of the following year, or beyond that at the sole discretion of the District. The employee must be qualified under the Standard Operating Procedure list of requirements. An employee in the Field Training Officer assignment shall be paid a monthly stipend in the amount of \$180.

An employee may be removed from the Field Training Officer assignment prior to completion of one year for any of the following reasons:

- The employee receives discipline
- The employee fails to complete tasks as assigned by the Division Chief of Training or Division Chief of EMS
- The employee chooses to step down from the position

Eligibility requirements for the Field Training Officer position include all of the following:

- Paramedic or EMT in good standing with the Oregon Health Authority, District Medical Director, and the Fire District;
- Three (3) years as a Paramedic or EMT;
- Authority having jurisdiction (AHJ) Instructor qualified and/or DPSST Instructor I; and
- Completion of the annual Instructor Academy (April- June, in-house instruction by the Training Division);

**Section 8.** In place of Longevity pay, the District and the Union have accepted SOP B-37. If the District wishes to make changes to SOP B-37 during the term of this Agreement, it will bargain with the Union as may be required by the PECBA.

**Section 9.** Any full-time employee shall receive pay for service on jury duty for which he/she has been summoned, subpoenaed, or otherwise compelled to serve. Pay shall be the difference between the employee's straight-time pay and the amount of the jury duty pay, provided the employee's pay is greater and shall be contingent upon the presentation of the employee's summons or subpoena to his/her shift officer. The employee shall report to work upon being excused from jury service as soon as possible, but not more than sixty (60) minutes from the time excused.

**Section 10.** Any employee subpoenaed or required to appear as a witness or party in any proceeding arising out of the employee's employment or the operation of the District, except litigation brought by or on behalf of the employee shall be paid the difference between any witness fees and the straight time hourly rate of the firefighter subpoenaed.

**Section 11.** The District shall provide monthly premium pay of two percent (2%) only to those employees who currently receive this incentive for possessing a fire service-related degree from an accredited program.

**Section 12.** Subject to all changes and modifications, which may be, from time to time, mandated by a legislature or other proper authority, the District and the Union will continue to participate in the Oregon Public Employees Retirement System or its equivalent.

Commencing on July 1, 2020, the six percent (6%) employee contribution required by ORS 238.200 or ORS 238A.330 will be paid by each employee and six percent (6%) shall be added to the salary of each employee and the salary schedule shall be recomputed to include this adjustment, prior to the COLA scheduled for 7/1/2020.

The District agrees to adopt a resolution to make an election under the IRS code to allow a pre-tax deduction of the six percent (6%) employee contribution required by ORS 238.200 and ORS 238A.330. Such deduction shall be made with each employee's pre-tax gross wages.

**Section 13.** A retiree may enter into an agreement with the District to continue working for the District as determined and subject to the terms and conditions of employment as provided by the District to perform firefighter or related duties and be paid at a minimum of top firefighter wages and any incentive pay as applicable to the position assigned. The period of the work agreement shall not exceed one hundred and twenty (120) calendar days from the employee's retirement date. In partial consideration of the time worked, the District will continue to pay health insurance premiums for the retiree in accordance with the amounts specified in the Labor Agreement.

**ARTICLE XIII - DRUG AND ALCOHOL POLICY**

The District and the Union have agreed to a joint SOP B-14 dealing with drugs and alcohol as well as any other requirements as may apply by Oregon law. To the extent that the District may want to modify SOP B-14 during the term of this Agreement, it will bargain with the Union as may be required by PECBA.



**ARTICLE XIV - -NOTICE OF TERMINATION**

**Section 1.** Except in cases involving the discharge of an Employee for just cause, the District shall provide to the employee not less than two (2) weeks' notice of termination.

**Section 2.** Employees are to give two (2) weeks' notice of intended resignation.

**ARTICLE XV – PROMOTIONS**

Promotions shall be awarded to the most qualified applicant and in accordance with the procedures and standards set forth in the Civil Service Rules and ORS Chapter 242.702 et. seq.

**ARTICLE XVI - SAVINGS CLAUSE**

If any provision of this Agreement is held invalid or unenforceable, or not in accordance with any laws of the State of Oregon, Federal statutes, or C.F.R. regulations the remainder of this Agreement shall not be affected thereby unless so specified. Within a reasonable time thereafter, the parties agree to renegotiate any such part of the provision to reach an agreement on a substitute, therefore.

## ARTICLE XVII – SENIORITY

**Section 1.** Seniority shall be defined as the total length of unbroken service within the District.

**Section 2.** The probationary period is an important part of the Employee selection process and provides the District with an opportunity to improve the efficiency of the operation and service to the public by observing an employee's work, training and aiding an employee's adjustment to his/her new position, and by providing an opportunity to reject any employee whose performance fails to meet required standards. Every new employee hired into the bargaining unit shall serve a probationary period of twelve (12) full months, except that in extraordinary circumstances the probationary period may, at the discretion of the Chief or his/her designee, be extended for a total probationary period not to exceed eighteen (18) months in order to fulfill the intent of the probationary period. During their probationary period, employees are considered "at will" and cannot challenge discipline through the grievance process.

**Section 3.** Employees having the same seniority date shall be ranked according to employee number with the lowest number being assigned to the Union Member with the highest entrance examination grade.

**Section 4.** Seniority shall be forfeited in the event of voluntary resignation, discharge, or failure to return from layoff within fourteen (14) days' notification. The employee will be notified to return to work by certified letter (return receipt requested). Notification time will begin upon the return of the receipt or return of the undeliverable letter. The employee is obligated to leave and maintain a current forwarding address. In addition, seniority shall be forfeited in the event of any layoff, leave of absence, or sick leave without pay that exceeds thirty-six (36) months.

**Section 5.** In the event of a layoff, employees with the least seniority (in position) will be laid off first (last hired, first to go). On rehiring, the last person laid off will be the first to be rehired.

**Section 6.** There are two (2) seniority lists maintained for Union Members. One is for FF/EMTs, and the other is for SR/EMTs.

6a) When an FTE SR/EMT is hired into a FF/EMT position, their SR/EMT hire date would apply to any situation regarding layoffs or reduction in force, as long as there is no break in service between the two positions. Their time spent in the SR/EMT position will not affect their FF/EMT pay and benefit accruals unless they are hired as a lateral entry.

**ARTICLE XVIII - UNION REPRESENTATION**

**Section 1.** The parties mutually agree to cooperate to schedule meetings for negotiating labor agreements at dates and times convenient to both parties.

**Section 2.** The Union shall be allowed reasonable space on a bulletin board to post information about the time and place of meetings, Union social and charitable activities, and posting of official Union publications. The parties agree to use all bulletin board space in a manner intended to promote harmonious Union-District relations.

**Section 3.** The Union representative will be allowed reasonable use of the District's mail service and Union Member's mailboxes for communications identified as Union correspondence, as long as such privilege is not abused.

**Section 4.** The District agrees to allow up to ninety-six (96) hours off per fiscal year to designated Union representatives for the purpose of conducting Union business. Time off to conduct Union business will be allowed only when the vacancy will not require the District to pay for call back or acting pay to fill the vacancy.

**ARTICLE XIX - PRESENT BENEFITS**

Columbia River Fire & Rescue agrees that all rights and privileges held by the employees at the present time which are not included in this Agreement shall remain in force. To the extent that the District may want to modify benefits that are not provided under this Agreement during the term of this Agreement, it will bargain with the Union as may be required by PECBA.

**ARTICLE XX – NONDISCRIMINATION**

There shall be no discrimination by the District or the Union against any employee because of their union membership choice or their union activities. Likewise, there will be no discrimination against union representatives carrying out their duties as covered by this Agreement. The District and the Union shall not unlawfully discriminate against any individual concerning compensation, terms, conditions, or privileges of employment.

## ARTICLE XXI - GRIEVANCE PROCEDURE

**Section 1.** Any grievance or dispute, which may arise concerning disciplinary action shall be handled either in accordance with the rules of the Civil Service Commission or steps 1 through 4 of the grievance procedure, in Section 2 of this article, but under no circumstances both.

**Section 2.** Any grievance or dispute which may arise between the parties concerning the application, interpretation, or meaning of a provision, or provisions, of this Agreement, excluding disciplinary action shall be handled either in accordance with the rules of the Civil Service Commission, or the following procedure, but under no circumstance both, shall be handled in the following manner:

**Step 1:** Within ten (10) working days after the employee(s) or Union becomes aware of the alleged violation, the employee(s) and/or Union representative will request a meeting with the immediate supervisor and/or Chief or his/her designee. The immediate supervisor and/or Chief or his/her designee shall then attempt to adjust the matter and/or produce a written resolution in response to the employee(s) and/or Union representative within five (5) working days after the above meeting. Working days shall be defined as Monday through Thursday in which the District Office is open for its normal ten (10) hour working day except recognized holidays.

**Step 2:** If the grievance is not resolved and a satisfactory settlement is not made within Step 1, the employee(s) and/or Union representative may advance the grievance to Step 2 by reducing the grievance to writing within seven (7) working days of the District's Step 1 response. The written grievance must contain the following information:

- e. The date the incident occurred;
- f. A statement of the relevant facts;
- g. The specific article and section of the agreement allegedly violated;
- h. The names of all employees allegedly affected by the violation;
- i. Suggested remedy; and
- j. Signature of the aggrieved employee and/or Union representative submitting the grievance as well as the date the written grievance is being submitted.

The affected employee(s) and/or Union representative will meet with the Fire Chief, or his/her designee, within five (5) working days after receipt of the Step 1 grievance that was reduced to writing and submitted for Step 2. The Chief or his/her designee shall attempt to adjust the matter and respond in writing to the employee(s) and/or Union representative within five (5) working days.

**Step 3.** If the grievance is not resolved at Step 2, the Union may submit the grievance in writing to the District's Board of Directors within seven (7) working days of issuance of the District's Step 2 response. The Board of Directors (or at least three members of the Board) shall meet with the employee(s) and/or Union representative within thirty (30) calendar days of the submission of the grievance at Step 3. The Board of Directors shall respond to the grievance in writing within five (5) working days of the meeting.



**Step 4:** If the Union is dissatisfied with the Board of Director's Step 3 response, the Union may within five (5) working days after the response of the committee, provide written notice to the Fire Chief or his/her designee that it is advancing the grievance to binding arbitration. Within five (5) working days of the Union's Step 4 notice, the Union must contact the Oregon State Employment Relations Board and request a list of seven (7) names of arbitrators with an Oregon or Washington address. Both the Union and the District shall have the right to strike three (3) names from the list. The party losing the toss of the coin shall strike the first name and the other party the second, repeating the process until one name remains. Said person shall be the arbitrator. The arbitrator's fees will be paid by the losing party as determined by the arbitrator. If the arbitrator award is less than whole, the fees of the arbitrator will be shared equally. All other costs of the arbitration shall be the sole responsibility of the party incurring the cost. The Arbitrator shall consider only the issue or issues presented to him/her in writing, acting in a judicial, not legislative, capacity interpreting and/or applying the express language of a specific provision or provisions of the Agreement, without adding to, subtracting from, ignoring or amending the express terms of this Agreement.

**Section 3.** If the District fails to proceed as stipulated in the various steps set forth in Section 2, the grievance shall proceed automatically to the next step. If the Union fails to proceed as stipulated in the various steps set forth in Section 2, the matter shall be considered as having been resolved. Upon mutual agreement, extensions may be granted to any of the outlined steps.

	<u><b>ACTION</b></u>	<u><b>RESPONSE</b></u>
<b>STEP 1</b>	Request meeting with immediate supervisor	Within 10 days of alleged offense/become aware of
	Supervisor will attempt to adjust matter and respond in writing	Within 5 days after meeting
<b>STEP 2</b>	Union will reduce grievance to writing and deliver to Chief	Within 7 days after step 1 response
	Chief will meet with employee and/ or union rep	within 5 days after receiving grievance in writing
	Chief will attempt to adjust matter and respond in writing	within 5 days after meeting
<b>STEP 3</b>	Union may submit grievance to Board	Within 7 days of step 2 response
	Board will meet with employee or union rep	Within 30 calendar days of receiving step 3 submission
	Board will respond in writing	Within 5 days
<b>STEP 4</b>	Union may give written notice to Chief of intent to go to arbitration	Within 5 days of Board's response

**ARTICLE XXII- PHYSICALS AND WELLNESS**

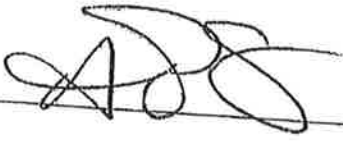
**Section 1.** The District agrees to pay the cost of physical examinations for all employees under the following conditions:

- 1a) The District and the Union will apply the most recent edition of NFPA 1582, replacing the Vision Standard with Oregon DMV Vision Standard, when conducting physicals. To the extent that the District may want to modify SOP B-16 or Policy PP-25 during the term of this Agreement, it will bargain with the Union as may be required by the PECBA. Physicals will be conducted as specified in NFPA 1582 or as required by State or Federal law or pursuant to a hazardous exposure to chemical or biological pathogens.
- 1b) The District will compensate employees for up to one (1) hour of travel time to and from the appointment, plus actual exam time for the employee's required physical exam when they are off duty. A two (2) hour minimum will apply.

**Section 2.** To assist each employee with being successful in meeting the physical requirements of their duties the District agrees to implement a Health and Wellness Program that meets the intent of the IAFF/IAFC Joint Wellness Fitness Initiative. The District also agrees that members are encouraged to exercise while on duty and may set aside up to seventy-five (75) minutes each workday (including dress-down/dress-up time) for exercise. Emergency response personnel are subject to interruption of this time for emergency responses.

IN WITNESS WHEREOF, the parties have executed this Agreement this 13<sup>th</sup> day of March 2023

COLUMBIA RIVER FIRE & RESCUE

  
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LOCAL NO. 3215 INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

  
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**APPENDIX A**

**Columbia River Fire and Rescue Pay Scale (current-June 30, 2022)**

	Monthly	Annual
<b>Firefighter</b>		
Start (Step 0)	\$6,186.00	\$74,232.00
After 1 Year (step 1)	\$6,495.00	\$77,940.00
After 2 Years (Step 2)	\$6,820.00	\$81,840.00
After 3 Years (Step 3)	\$7,161.00	\$85,932.00
After 4 Years (Step 4)	\$7,519.00	\$90,228.00

**Paramedic- Single Role**

Start (Step 0)	\$5,567.00	\$66,804.00
After 1 Year (step 1)	\$5,846.00	\$70,152.00
After 2 Years (Step 2)	\$6,138.00	\$73,656.00
After 3 Years (Step 3)	\$6,445.00	\$77,340.00
After 4 Years (Step 4)	\$6,767.00	\$81,204.00

**Firefighter-Paramedic**

Start (Step 0)	\$6,804.60	\$81,655.20
After 1 Year (step 1)	\$7,144.50	\$85,734.00
After 2 Years (Step 2)	\$7,502.00	\$90,024.00
After 3 Years (Step 3)	\$7,877.10	\$94,525.20
After 4 Years (Step 4)	\$8,270.90	\$99,250.80

**EMT- Single Role**

Start (Step 0)	\$4,176.00	\$50,112.00
After 1 Year (step 1)	\$4,384.00	\$52,608.00
After 2 Years (Step 2)	\$4,604.00	\$55,248.00
After 3 Years (Step 3)	\$4,834.00	\$58,008.00
After 4 Years (Step 4)	\$5,075.00	\$60,900.00

**EMT Advance- Single Role**

Start (Step 0)	\$4,301.28	\$51,615.36
After 1 Year (step 1)	\$4,515.52	\$54,186.24
After 2 Years (Step 2)	\$4,742.12	\$56,905.44
After 3 Years (Step 3)	\$4,979.02	\$59,748.24
After 4 Years (Step 4)	\$5,227.25	\$62,727.00

<b>Lieutenant</b>	8271	\$99,252.00
<b>Lieutenant-Paramedic</b>	9098	\$109,176.00

**Columbia River Fire and Rescue Pay Scale 2022-2023**

	Monthly	Annual
<b>Firefighter</b>		
Start (Step 0)	\$6,309.72	\$75,716.64
After 1 Year (step 1)	\$6,624.90	\$79,498.80
After 2 Years (Step 2)	\$6,956.40	\$83,476.80
After 3 Years (Step 3)	\$7,304.22	\$87,650.64
After 4 Years (Step 4)	\$7,669.38	\$92,032.56

<b>Paramedic- Single Role</b>		
Start (Step 0)	\$5,678.34	\$68,140.08
After 1 Year (step 1)	\$5,962.92	\$71,555.04
After 2 Years (Step 2)	\$6,260.76	\$75,129.12
After 3 Years (Step 3)	\$6,573.90	\$78,886.80
After 4 Years (Step 4)	\$6,902.34	\$82,828.08

<b>Firefighter- Paramedic</b>		
Start (Step 0)	\$6,940.69	\$83,288.30
After 1 Year (step 1)	\$7,287.39	\$87,448.68
After 2 Years (Step 2)	\$7,652.04	\$91,824.48
After 3 Years (Step 3)	\$8,034.64	\$96,415.70
After 4 Years (Step 4)	\$8,436.32	\$101,235.82

<b>EMT- Single Role</b>		
Start (Step 0)	\$4,259.52	\$51,114.24
After 1 Year (step 1)	\$4,471.68	\$53,660.16
After 2 Years (Step 2)	\$4,696.08	\$56,352.96
After 3 Years (Step 3)	\$4,930.68	\$59,168.16
After 4 Years (Step 4)	\$5,176.50	\$62,118.00

<b>EMT Advance- Single Role</b>		
Start (Step 0)	\$4,387.31	\$52,647.67
After 1 Year (step 1)	\$4,605.83	\$55,269.96
After 2 Years (Step 2)	\$4,836.96	\$58,043.55
After 3 Years (Step 3)	\$5,078.60	\$60,943.20
After 4 Years (Step 4)	\$5,331.80	\$63,981.54

<b>Lieutenant</b>	\$8,436.42	\$101,237.04
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<b>Lieutenant- Paramedic</b>	\$9,279.96	\$111,359.52
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**Columbia River Fire and Rescue Pay Scale 2023-2024**

**Monthly                      Annual**

**Firefighter**

Start (Step 0)	\$6,435.91	\$77,230.97
After 1 Year (step 1)	\$6,757.40	\$81,088.78
After 2 Years (Step 2)	\$7,095.53	\$85,146.34
After 3 Years (Step 3)	\$7,450.30	\$89,403.65
After 4 Years (Step 4)	\$7,822.77	\$93,873.21

**Paramedic- Single Role**

Start (Step 0)	\$5,791.91	\$69,502.88
After 1 Year (step 1)	\$6,082.18	\$72,986.14
After 2 Years (Step 2)	\$6,385.98	\$76,631.70
After 3 Years (Step 3)	\$6,705.38	\$80,464.54
After 4 Years (Step 4)	\$7,040.39	\$84,484.64

**Firefighter- Paramedic**

Start (Step 0)	\$7,079.51	\$84,954.07
After 1 Year (step 1)	\$7,433.14	\$89,197.65
After 2 Years (Step 2)	\$7,805.08	\$93,660.97
After 3 Years (Step 3)	\$8,195.33	\$98,344.02
After 4 Years (Step 4)	\$8,605.04	\$103,260.53

**EMT- Single Role**

Start (Step 0)	\$4,344.71	\$52,136.52
After 1 Year (step 1)	\$4,561.11	\$54,733.36
After 2 Years (Step 2)	\$4,790.00	\$57,480.02
After 3 Years (Step 3)	\$5,029.29	\$60,351.52
After 4 Years (Step 4)	\$5,280.03	\$63,360.36

**EMT Advance- Single Role**

Start (Step 0)	\$4,475.05	\$53,700.62
After 1 Year (step 1)	\$4,697.95	\$56,375.36
After 2 Years (Step 2)	\$4,933.70	\$59,204.42
After 3 Years (Step 3)	\$5,180.17	\$62,162.07
After 4 Years (Step 4)	\$5,438.43	\$65,261.17

**Lieutenant**

\$8,605.15	\$103,261.78
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**Lieutenant- Paramedic**

\$9,465.56	\$113,586.71
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**Year 3**

**Columbia River Fire and Rescue Pay Scale 2024-2025**

	Monthly	Annual
<b>Firefighter</b>		
Start (Step 0)	\$6,564.63	\$78,775.59
After 1 Year (step 1)	\$6,892.55	\$82,710.55
After 2 Years (Step 2)	\$7,237.44	\$86,849.26
After 3 Years (Step 3)	\$7,599.31	\$91,191.73
After 4 Years (Step 4)	\$7,979.22	\$95,750.68

<b>Paramedic- Single Role</b>		
Start (Step 0)	\$5,907.74	\$70,892.94
After 1 Year (step 1)	\$6,203.82	\$74,445.86
After 2 Years (Step 2)	\$6,513.69	\$78,164.34
After 3 Years (Step 3)	\$6,839.49	\$82,073.83
After 4 Years (Step 4)	\$7,181.19	\$86,174.33

<b>Firefighter- Paramedic</b>		
Start (Step 0)	\$7,221.10	\$86,653.15
After 1 Year (step 1)	\$7,581.80	\$90,981.61
After 2 Years (Step 2)	\$7,961.18	\$95,534.19
After 3 Years (Step 3)	\$8,359.24	\$100,310.90
After 4 Years (Step 4)	\$8,777.15	\$105,325.74

<b>EMT- Single Role</b>		
Start (Step 0)	\$4,431.60	\$53,179.26
After 1 Year (step 1)	\$4,652.34	\$55,828.03
After 2 Years (Step 2)	\$4,885.80	\$58,629.62
After 3 Years (Step 3)	\$5,129.88	\$61,558.55
After 4 Years (Step 4)	\$5,385.63	\$64,627.57

<b>EMT Advance- Single Role</b>		
Start (Step 0)	\$4,564.55	\$54,774.63
After 1 Year (step 1)	\$4,791.91	\$57,502.87
After 2 Years (Step 2)	\$5,032.38	\$60,388.51
After 3 Years (Step 3)	\$5,283.78	\$63,405.31
After 4 Years (Step 4)	\$5,547.20	\$66,566.39

<b>Lieutenant</b>	\$8,777.25	\$105,327.02
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<b>Lieutenant- Paramedic</b>	\$9,654.87	\$115,858.44
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Book \_\_\_\_\_ Page \_\_\_\_\_

# Columbia River Fire & Rescue

## Job Classification System

<b>Position</b>	<b>Firefighter/EMT</b> <b>Temporary Appointment</b>
<b>Division</b>	Operations
<b>Immediate Supervisor</b>	Captain or Lieutenant (Company Officer)
<b>Supervision Exercised</b>	This Position is typically not supervisory in nature. May serve as the Medic in Charge of patient care and direct others to achieve the appropriate level of patient care. May lead a team of members assigned to them for specific tasks.
<b>Salary Status</b>	Equivalent to Step 0 as represented in 3215 CBA. No Benefits. Eligible to work 599 hours per Calendar Year. Typically limited to twenty-three (23) 24 hour shifts per Calendar Year. Not eligible for scheduled overtime. Ability to earn overtime due to emergency response duties extending past end of shift time.
<b>Civil Service Status</b>	This position is not covered by the Columbia River Fire & Rescue Civil Service System.
<b>Representation Status</b>	This position is not represented by the District's Collective Bargaining Agreement.

**HIPAA Responsibilities:** The Firefighter/EMT Temporary Appointment (FF/EMT TA) has access to "Protected Health Information" generated by the Fire District's operations as outlined in District SOP L-2. This position must sign a HIPAA confidentiality form.

**General Statement of Duties:** This position is for the filling of vacancies due to injury or illness as defined in the Columbia County Civil Service Rules and the 3215 CBA. The employee occupying the position of FF/EMT TA will be required as directed to respond to fire alarms, medical emergency calls and public service calls. The employee will be responsible for general station and equipment maintenance. The employee may be required to instruct other Firefighters (ALS and EMS Providers) and the general public in various fire service related classes. The employee shall strive to develop and maintain good public relations for the Fire District. The employee shall be responsible to the Company Officer.



Book Page  
**Columbia River Fire & Rescue**  
**Job Classification System**

**Typical Tasks:** The intent of this listing of "Typical Tasks" is to describe the principal functions of the Job. The description shall not, however, be construed as a complete listing of the miscellaneous, incidental or substantively similar duties which may be assigned during the normal operations of the District.

1. Maintain as necessary, Fire District records, and prepare reports as assigned.
2. Be able to successfully drive and operate Fire District apparatus as prescribed by the Fire District as it relates to the specific Temporary Appointment.
3. Assist when appropriate, the Fire District mechanics in conducting regular maintenance activities.
4. Respond to fire and other emergency calls for help with their assigned company.
5. Under the direction of the Company Officer, they may be asked to serve as an instructor in specialized in-service training courses.
6. The FF/EMT TA may attend conferences, schools and various meetings to keep abreast of new developments in fire prevention, suppression, other fire service related areas, and emergency medical topics.
7. The FF/EMT TA shall be responsible for the cleanliness and maintenance of their station, apparatus, tools and other District property as assigned.
8. The FF/EMT TA may assist in the life safety inspections in their fire management area.
9. They shall participate in public fire prevention education in their assigned area and answer the public when necessary on inquiries of fire prevention matters.
10. The FF/EMT TA shall assist their company officer in the preparation of a budget for the operation of their station equipment, tools or other related areas.
11. The FF/EMT TA shall be physically and mentally capable of performing all activities as assigned.
12. The FF/EMT TA shall perform other such duties as may be assigned by their Company Officer or any Officer within the Chain of Command.

**Required Knowledge, Skills, and Abilities (KSAs):**

1. Have knowledge of and consistently apply the goals of the Fire District as outline in the Vision, Mission, Values and Expectations Statements
2. This position requires a moderate amount of Emergency Medical Service (EMS) transport experience.
3. This position requires the member to pass a background check.
4. This position requires the successful completion of a medical evaluation by the District's Occupational Health Care Professionals, including an initial drug screening. The Firefighter/Paramedic must successfully complete an annual Medical Evaluation while in this position.



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## Columbia River Fire & Rescue Job Classification System

5. Ability to use new concepts and acquire skills rapidly.
6. Ability to perform effectively under a variety of circumstances and in extreme situations
7. Ability to understand, follow and give oral and written instructions
8. Ability to work effectively with the public, fellow employees and to project a positive image of the organization, their company and themselves
9. Ability to work effectively with the District's computer hardware and software
10. Physical strength and ability sufficient to perform work of the class as established by the Fire District.
11. Ability to use knowledge in keeping the District's programs operating smoothly
12. Ability to make decisions independently in accordance with established policies and to use Initiative and judgment in carrying out tasks and responsibilities in a high activity, multi-task environment
13. Ability to deliver excellent customer service to the patrons of the District in a wide array of situations, including handling citizen complaints and solving customer problems with positive outcomes
14. Willingness to learn and work under supervision
15. Ability to work with others as a member of a team
16. Ability to communicate verbally via telephone and radio equipment

### Required Certificates and Other Qualifications:

1. Successful completion of a Columbia County Volunteer Recruit Academy
2. Member in good standing of a Columbia County Fire District
3. Valid Oregon EMT or Paramedic License
4. Successful completion of CRF&R's EMT/Paramedic Mentor Program
5. Qualified to drive and operate CRF&R Medics specific to Duty Assignment
6. DPSST Firefighter 1 certificate
7. Successful completion of CRF&R's Entry Level Physical Capabilities Test



## Discovery/Substance Abuse Monitoring

### 14.0 Purpose

The purpose of this SOP is to provide guidelines for Discovery or Substance Abuse Monitoring as provided for in the District Drug and Alcohol Policy PP-23.

### 14.1 Types of Tests

- A. **Pre-employment:** Upon acceptance of an offer of employment with the Fire District, each employee will submit to a blood and/or urine screening for drugs and alcohol.
- B. **Reasonable Cause:** Per Policy PP-23 if a supervisor, based on objective and articulable facts, suspects that an employee's ability to perform his/her job effectively or safely is impaired due to the use of drugs or alcohol, he or she may require the employee to immediately submit to blood and/or urine screening. Post-accident testing is a reasonable cause drug test.
- C. **Random Analysis:** If an employee participated in a mandatory Drug/Alcohol Treatment Program, he or she may be required to submit to blood or urine screening for drug or alcohol use at any time. This includes random testing by an outside affiliated agency, such as the Oregon Health Division for EMTs.

### 14.2 Testing Agency/Collection Point

The District has contracted with MetroLab, a division of Legacy Health Systems, and Health Works Northwest, who will perform reasonable cause and pre-employment tests. The collection point will be the office of the Occupational Health Care Provider for the pre-employment test, the Good Samaritan Medical Mall Laboratory Services or nearest available Legacy collection point in the St Helens area and/or Health Works Northwest in Longview, Washington will serve as the collection point for the Rainier area. Health Works Northwest will perform random testing when the Fire District is the agency requiring or responsible for the random testing.

### 14.3 Testing Process/Authority

- A. When an employee is requested to submit a blood or urine screening for drug or alcohol use, except for the pre-employment tests, he/she will be escorted by at least one supervisor to the collection facility.
- B. The employee will complete all forms as requested by the testing facility. At a minimum, these will include, a Consent and Release for the testing process and a Medication History for the previous 30 days, including over-the-counter drugs, plus a list of prescribing physicians.
- C. In order to test employees subject to random urinalysis, the Fire District will contract with Recovery Support Services to provide anonymous testing services. The employee will comply with all articles of that contract. Any additional charges as a result of the employee's failure to comply with the contractual agreement will be the employee's responsibility.

### 14.4 Specific Tests

- A. **Pre-employment and Random Urinalysis:** The test detects the most commonly abused drugs. Each panel detects individual drugs or drug classes as listed below. Marijuana positives are reported as "cannabinoids positive", and all other results are reported as simply positive or



## Organization Manual

Section B  
Discovery/Substance Abuse Monitoring  
SOP B-14

Adopted 01/08/1993

negative. Alcohol and cannabinoids can be quantitated upon request. The screens are performed using enzyme immunoassay (EIA) methodology. Alcohol is screened for by an enzymatic (ADH) method. All positive results are confirmed on a fresh portion of the original sample using a different method. The confirmation methods used are: gas chromatography/mass spectroscopy (GC/MS), radiolimmunoassay (RIA), gas chromatography (GC) or thin layer chromatography (TLC). In addition, each specimen is screened for evidence of tampering, adulteration, and dilution.

**Pre-Employment and Random Urinalysis Test:**

*Amphetamines, Cocaine, Marijuana (THC), Opiates, Barbiturates, Alcohol*

**Reasonable Cause**

The Reasonable Cause Analysis is designed for reasonable cause or post-accident situations because it represents the most stringent chain-of-custody and individual result review by the drug-testing agency. It can be performed on urine only or on blood and urine.

Enzyme immunoassay (EIA) is used to screen for drugs and an enzymatic method (ADH) is used to screen for alcohol. All positive results are confirmed on a fresh portion of the original sample using gas chromatography/mass spectroscopy (GC/MS) and alcohol confirmation is performed by gas chromatography-flame ionization detection (GC/FID).

**Reasonable Cause Test**

**Reasonable Cause Analysis:** amphetamines, cocaine, marijuana (THC), opiates, alcohol, phencyclidine (PCP)

**Note:** This SOP is referenced by the Collective Bargaining Agreement and Changes to it may necessitate impact bargaining on the changes.



Organization Manual

Section B  
Medical Physicals

SOP B-16

Adopted 12/05/1996

Version edited and agreed upon by District & Union in negotiations -7/07/22

### Medical Physicals

#### 16.0 Introduction

Columbia River Fire & Rescue recognizes that firefighting and response to other emergency calls is dangerous, stressful, and physically demanding work. To ensure the health and welfare of District employees, Columbia River Fire & Rescue Policy PP-25 shall be followed.

#### 16.1 Standards

- A. The standard for medical requirements will be NFPA 1582; current edition, with appendices.
- B. The vision standard identified as "3-2 Eyes and Vision" in NFPA 1582 has been replaced by the Oregon Department of Motor Vehicles Vision Screening Standards-OAR 735-062-0050.

#### 16.2 Objection to Findings

- A. When a firefighter disagrees with the findings or recommendations of the physical, a second opinion will be permitted as outlined in Appendix B-3.5, NFPA 1582. Individuals seeking a second opinion may do so using their medical insurance coverage via their primary care physician. If there is still a disagreement about the condition or recommendation, a third physician, mutually acceptable to both the department and the individual's physician, may be consulted.

#### 16.3 Reference to Collective Bargaining Agreement

This SOP is referenced to the Collective Bargaining Agreement amongst the District and IAFF Local 3215. If either party wishes to make changes to SOP B-16, they will bargain with the other party as may be required by the PECBA.



Organization Manual

Section B  
 Medical Physicals  
 Policy PP-25  
 Adopted 01/12/1997

## MEDICAL PHYSICALS

### 25.0 Introduction

Columbia River Fire & Rescue recognizes that firefighting and response to other emergency calls is dangerous, stressful and physically demanding work. To protect the health and welfare of District employees and to ensure that they will be medically capable of performing their required duties, the District has adopted the NFPA 1582 Standard on Medical Requirements for Firefighters. The District's Occupational Health Physicians will use the current edition of this document in evaluating candidates and employees for pre-employment and annual evaluations.

The Oregon Department of Motor Vehicles Vision Screening Standards OAR 735-062-0050 will replace the vision standard identified in NFPA 1582 6.4.1 Category A medical conditions.

- 25.1 S.O.P. B-16 and this policy (PP-25) shall serve as the reference document for the labor agreement.

## ARTICLE XXII

The District agrees to pay the cost of physical examinations for all employees under the following conditions:

1. The District and Union have agreed to Policy PP-25 identifying the NFPA Standard 1582-Medical Requirements for Firefighters as the directive for medical physicals.
2. Exceptions to PP-25 are as noted:
  - a. Physical examinations are required by State or Federal Law (O.R.O.S.H.A., HAZ-MAT exposure, etc.)
  - b. Exposures to contagious disease or Bloodborne pathogens, at the employee's discretion.

### 25.2 Reference to Collective Bargaining Agreement

This policy is referenced by the Collective Bargaining Agreement between the District and the International Association of Fire Fighters (IAFF) Local 3215. Changes to this policy may require bargaining the impacts to the wages, benefits and working conditions.



Organization Manual

Section B  
Vacation Buy Back  
SOP B-37  
DRAFT

Vacation Buy Back

36.0 General

This SOP establishes guidelines for District buyback of earned employee vacation time.

36.1 Responsibility

Responsibility for requesting District buyback of earned employee vacation time will be solely that of the individuals wishing to take advantage of the opportunity when provided by the District.

Responsibility for verifying the District's ability to fund and timely notification to employees of the opportunity will be solely that of District Administrative staff.

The District will not offer the option to buy back earned vacation more than two times per fiscal year.

36.2 Procedure

Twice per year (spring and fall), District Administrative staff will verify the District's ability to fund the buyback of employee-earned vacation time of one week (40 hours for non-shift personnel and 48 hours for shift personnel)

Email notice of at least 15 calendar days will be given to all staff to request the District buyback of earned vacation time. Currently, earned vacation time is the only time eligible for buyback. Floating Holidays and Sick Leave Holidays are not eligible. The buyback will be restricted to one week (40 hours for non-shift personnel, 48 hours for shift personnel) per request.

District Administrative staff will verify earned vacation balances prior to approving the buyback payout. Employees requesting and approved for buyback will be required to cancel any future scheduled time off which will result in negative accrual balances.

Buyback hours will be paid with regularly scheduled payroll on the last day of the working month. Payouts will be subject to federal and state taxes.

36.3 Stipulations

- A. No more than one week may be requested at any buyback opportunity.
- B. Requests for buyback may not result in negative accrual balances.
- C. Requests for hours not yet earned will not be honored.
- D. Buyback will be paid at the current employee hourly rate.
- E. Use it or lose it provision of the labor agreement and District Policy PP-14 prevails.





Section B  
Drug & Alcohol  
Policy PP-23  
Adopted 12/10/1990

## DRUG AND ALCOHOL USE

### 23.0 Introduction

Columbia River Fire & Rescue recognizes drug and alcohol use in the workplace as a threat to the public welfare and the safety of the District members. It is the goal of the District to prevent and rehabilitate rather than terminate members who are abusing drugs and alcohol. No member of the Fire District shall be discharged solely for the first offense of drug or alcohol use in the workplace. However, using drugs and alcohol in the workplace is a serious offense and continued employment may be predicated on a last chance agreement that may include mandatory testing and rehabilitation requirements.

### 23.1 Responsibilities

- A. The Fire Chief or his/her designee is responsible for working with the workforce to develop procedures necessary to implement this policy.
- B. All supervisors are responsible for utilizing this policy and its related SOPs to maintain a drug and alcohol free workplace.
- C. All members shall comply with this policy and its related SOPs to maintain a drug and alcohol free workplace.

### 23.2 Reference to Collective Bargaining Agreement

This SOP is referenced to the Labor Agreement between the District and the International Association of Fire Fighters (IAFF) Local 3216.

**COLUMBIA COUNTY**  
Public Health



ST. HELENS, OR 97051

230 Strand St.  
Direct (503) 397-7247  
columbiacountyor.gov

October 29, 2024

Columbia County Board of Commissioners  
230 Strand Street  
St. Helens, OR 97051

Dear Commissioners:

This letter contains my recommendations of franchise awards for ambulance services in my position as the Ambulance Service Area Administrator. I submit these recommendations to you for your consideration pursuant to Columbia County Ordinance 2024-1, the Columbia County Ambulance Service Area (ASA) Plan and RFP #S-C00055-00010854.

Between July 1 – September 2, 2024, Columbia County conducted a public notice application process to solicit applications to provide ambulance services. Columbia County regulates ambulance services through its Ambulance Service Area Plan.

Seven Ambulance Service Areas (ASA's) are defined in the Plan with franchises to be established for six of them. Pursuant Ordinance 2024-1, I must submit my recommendation to the Board within 90 days after the applications have been received.

Applications were received from five entities. Applications were submitted by all current ASA franchise holders. I, as the Columbia County Ambulance Service Area Administrator, along with a review committee, reviewed all applications and determined that the applications were responsive to the terms of the procurement. There were no contested (more than one applicant) applications for any Ambulance Service Area.

After reviewing the six applications and taking into account the recent performance of the applicant agencies in providing ambulance services in their ASA within the terms of their current franchises, I recommend the following:

I. I recommend that the Columbia County Board of Commissioners approve a new five-year franchise (with two additional five-year renewals upon satisfactory performance) for the following five entities:

Columbia County Board of Commissioners  
October 29, 2024  
Page 2 of 2

<b>Agency</b>	<b>ASA #</b>
Scappoose Rural Fire District	2
Columbia River Fire & Rescue	3
Columbia River Fire & Rescue	4
Clatskanie Rural Fire Protection District	5
Mist-Birkenfeld Rural Fire Protection District	6
MetroWest	7

These entities completed the application process and have demonstrated the ability to provide consistent ambulance services as proposed in their application. I recommend as a condition of the franchises above that each applicant be required to enter into a franchise agreement in the County's format.

Sincerely,



Jaime Aanensen  
Director of Public Health  
Columbia County ASA Administrator